

## Town of Kentville Council Advisory Committee Meeting March 9, 2026, 5:00 pm, Kentville Town Hall

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES
  - (a) Council Advisory Committee meeting minutes, February 9, 2026
4. DEPARTMENT REPORTS
  - (a) Engineering and Public Works
  - (b) Finance
  - (c) Planning and Development
  - (d) Parks and Recreation
  - (e) Kentville Police Service
5. NEW BUSINESS
  - (a) Recommended Sundry tax write off
  - (b) Fire Protection Services Act
  - (c) OHS Policy Statement
6. CLOSED SESSION
  - (a) Municipal Government Act - Section 22(2)(a) – Sale of Municipal Property
  - (b) Municipal Government Act - Section 22(2)(a) – Sale of Municipal Property
7. PUBLIC COMMENTS
8. ADJOURNMENT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: February 9, 2026  
Town Hall, 354 Main Street, Kentville, Nova Scotia

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

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

STAFF: Chris McNeill, Chief Administrative Officer  
Victoria Martin, Deputy Clerk  
Dave Bell, Director of Engineering and Public Works  
Darren Shupe, Director of Planning and Development  
Wanda Matthews, Director of Finance  
Craig Langille, Director of Parks and Recreation  
Marty Smith, Chief of Kentville Police Service

1. CALL TO ORDER AND ROLL CALL

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

DECLARATIONS OF CONFLICT OF INTEREST  
None.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Cathy Maxwell, seconded by Deputy Mayor Debra Crowell that the agenda of February 9, 2026, be approved as presented.

#### MOTION CARRIED

### 3. APPROVAL OF MINUTES – January 12, 2025

Councillor Samantha Hamilton noted that she left her seat and came back, before and after the vote on item 5.g Policy 108 - Fire Services, which she declared a conflict of interest with. The minutes of January 12, 2026, should be changed to reflect that.

There being no further changes, the minutes were approved.

### 4. DEPARTEMENT REPORTS

#### a. Finance

Forecasted year-end position: Surplus of approximately \$151,000. Only minor updates to the forecast since the last report due to short time between meetings.

Areas being closely monitored:

- Snow removal costs: Higher than last year; budget currently sufficient but dependent on February/March weather.
- Back check revenue: Revenues trending differently than projected.
- Year-end operating grant funding: Awaiting provincial decisions on final values.
- Tax appeals: Additional appeals could negatively affect tax revenue.

Uniform assessment:

- Increase of 5.56% over last year's value.
- Will impact intermunicipal service agreements and education cost allocations.

Capital projects:

- Status updated across all projects.
- Approximately 87% of forecast expended.
- Updated actuals will guide carry-forwards for incomplete or deferred projects.

Tax billing:

- Report shows "no change" in percentage of outstanding taxes; however, approximately \$30,000 in payments were received.

Councillor Cathy Maxwell noted a rise in maintenance costs for the Public Works building and asked what caused this increase. Director Wanda Matthews responded that costs rose in both operating and capital categories:

Operating increases related to:

*Council Advisory Committee Meeting Minutes – February 9, 2026*

*Approved March 9, 2026*

*Page 2*

- Equipment maintenance
- Age-related repairs to the building

Approximately \$8,500 over forecast but still less than last year, and new equipment purchases are reducing overall maintenance demand.

Councillor Cathy Maxwell asked about the increase in legal fees allocated to the Planning Department. Director Wanda Matthews explained that planning work undertaken by Director Darren Shupe and Planning staff required legal review. In previous years, these costs were not consistently charged to individual departments and were generally allocated to Administration. The current forecast reflects a correction to properly allocate these costs to Planning. Accounting practices will be further refined to ensure more accurate allocations in next year's budget.

#### b. Planning and Development

Plan Review Work Plan: Continued refinement underway; staff will work over the next month to prepare the plan review work plan for sharing with Council.

Climate Action Coordinator: Interview process completed last week; anticipated hiring in the near future.

Development Activity (January):

- Five development permits issued
- Total value: ~\$1.7 million
- No site plan approvals, subdivision applications, or planning applications received.

Proposed Provincial Housing Project at Justice Way: Publicly known, but not yet an application, so not included in the formal report. Staff meeting with the Province later in the month for preliminary discussions.

Ongoing Files:

- Public Hearing on February 23: Bryson Developments request for issuance of development permits prior to final subdivision approval.
- Vita Living (Hartland Court): Recent meeting held; discussions on the development agreement continue.

Capital Planning: Community & Economic Development items being prepared for the capital budget process, consistent with other departments.

Mayor Andrew Zebian asked how would provincial housing proposed in the C1 zone address requirements for commercial ground-floor space and if the Province follows municipal bylaws. Director Darren Shupe responded that the assumption at this early stage is that the Province will attempt to meet all municipal bylaw requirements. The

upcoming preliminary meeting will clarify provincial direction and any deviation or formal request will come back to Council for review.

Councillor Cate Savage asked if the Province have to adhere to the Town's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), or if they can override them. Director Darren Shupe responded that the Province does have certain powers to advance its own projects. However, the current understanding is that they intend to work within the Town's planning framework where possible. More clarity will follow after preliminary discussions.

Councillor Rob Baker asked if cellular coverage in parts of Kentville remains poor and if there has been any update or communication from Bell. Director Darren Shupe responded that the item was removed from the planning activity list because Bell has moved beyond the municipal application stage. The company is exploring its own siting options. Once a potential location is identified, it will be brought forward to Council.

Councillor Rob Baker asked if, for the Vita Living project near Hartland Court, the delay is due to the development spanning municipal boundaries and needing consistency with Kings County. Director Darren Shupe responded that several complexities exist:

- The development straddles two municipal boundaries.
- The Town must ensure its portion of the development agreement is fully aligned with what is proposed.

These factors have required longer, more detailed discussions, contributing to the delay.

#### c. Parks and Recreation

Nature Kids Program Staffing:

- Ongoing difficulty recruiting staff for the 15-hour/week Nature Kids position.
- Job posting issued multiple times with limited interest.
- Due to staffing shortages, program expansion will not be proposed this year.
- Staff are filling gaps with short shifts when possible (active living coordinator, administrative coordinator, director as needed).
- Council and public encouraged to help promote the recruitment effort.

Sled Shed Success at Burgher Hill:

- Positive community use, including families and adults (including a humorous first-date visit).
- Sleds accessible at all times.
- Some minor theft occurred the first night; recovery of some items.
- Town investment was modest; community donations expected if shortages arise.
- Staff note that even when items go missing, someone is benefiting through physical activity.

#### Vandalism at Burgher Hill:

- Typical seasonal vandalism observed: picnic tables pushed down the hill, garbage cans displaced.
- Long-standing issue; staff manage incidents as they occur.
- Permanent fixtures remain under consideration for future capital planning to reduce vandalism impacts.

#### Arena Operations:

- Exceptionally busy year; strong utilization continuing through season-end.
- Three tournaments concluding the year:
  - Art Lightfoot Memorial Tournament – held last weekend with 14 teams
  - Regional Female High School Hockey
  - U15A Hockey Tournament
- Appreciation extended to arena staff for significant effort throughout the season.

Councillor Cathy Maxwell asked if the sled shed is open at all times, and if there has been vandalism at Burgher Hill. Director Craig Langille responded that yes, the sled shed is always accessible. Vandalism has occurred (e.g., picnic tables and garbage cans thrown down the hill) and similar issues occur at other parks. Permanent structures were previously considered during capital planning to reduce recurring damage.

Councillor Cathy Maxwell asked if given past issues with equipment disappearing from toolboxes in parks, there is concern the sleds may also disappear and if they should be locked up. Director Craig Langille responded that some sleds disappeared the first night, but this is common with equipment-loan programs. Locking them would restrict community access and community members often donate replacements. Sleds were a minimal investment; some missing items have been recovered. He said that even if sleds go missing, someone is likely using them to be active.

Councillor Cathy Maxwell asked if there is any staff capacity to support the Nature Kids program, even part-time. Director Craig Langille responded that staff have been filling in as needed (active living coordinator, administrative coordinator, and director). The challenge remains finding someone to consistently cover 15 hours/week and that short 3-hour coverage shifts are being used until recruitment improves.

Councillor Cate Savage asked if a community member volunteer or donate their time for the Nature Kids program, perhaps with a small stipend. Director Craig Langille responded that volunteers are helpful, but the position requires reliable, consistent weekly coverage. A paid staff person is preferred to ensure stability, safety, and program continuity.

Mayor Andrew Zebian promoted the Wellnify app and encouraged residents to download it to support the Town's activity challenge with Wolfville. Director Craig Langille confirmed downloading the app (though it would not load on some devices). QR code available on the Town's website for installing the app.

#### d. Engineering and Public Works

Mr. Ahmad Kadri, Project Engineer, on behalf of Dave Bell, Director of Engineering and Public Works.

Kentville Water Commission:

- Nova Scotia Utility and Review Board (UARB) has scheduled a public hearing regarding amendments to water rates, charges, and regulations.
- Date: Tuesday, April 7, 10:00 a.m.
- Location: Council Chambers
- Public welcome to attend.

Sanitary Sewer Area Services:

- First draft of the Regional Sewer Budget presented January 15, 2026.
- Town staff suggested edits to reduce the year-over-year increase.
- Updated budget not yet available for recommendation; further work with the committee is ongoing.

Capital Projects

#### 1. Mitchell Brook Culvert Replacement

- Tender closed January 29, 2026.
- Accurate pricing now available for inclusion in the 2026–27 Capital Budget.
- Recommendation for award coming to CAC to secure contractor scheduling.
- Work must occur between June and September to meet environmental and fisheries regulatory requirements.
- Project is considered a critical upgrade within the Town's Multi-Year Stormwater Master Plan.

#### 2. Active Transportation Sidewalk – ISIP Grant Final Year

- Final year of the ISIP Active Transportation grant program.
- Design underway for final section: north side of Main Street between West Main Street and Webster Street.
- Project includes removal of aging brick-lined sidewalk and replacement with new infrastructure (curb, storm catch basins, sidewalk).
- Detailed review to occur during capital budget discussions.

Mayor Andrew Zebian asked to confirm the exact location for the brick sidewalk replacement (reference to Ultramar/Tan Coffee). Mr Ahmad Kadri responded that it was

the section that extends from the United Church at the corner of Webster & Main to Butt's.

Councillor Rob Baker asked if the Town is removing the bricks because they are a hazard. Mr Ahmad Kadri responded that yes, the existing brick sidewalk will be fully removed. Entire sidewalk area upgraded with new curb, stormwater catch basins, and standard sidewalk infrastructure.

Councillor Cathy Maxwell asked if bicycle logos can be placed on sidewalks that form part of Active Transportation (AT) routes so residents understand bicycles are permitted. Mr Ahmad Kadri responded that the ISIP grant includes funding for identification signage. Signs have been ordered and will be installed on designated multi-use sidewalks only, not all sidewalks. Installation will occur before the grant program concludes at the end of March 2027.

e. Kentville Police Service

No formal report submitted this meeting; last report was provided two weeks prior. Chief Smith made himself available for questions from Council.

Councillor Rob Baker asked for a status update on the cadet recruitment process for the Holland College training seat. Chief Marty Smith responded that:

- Written testing scheduled for February 19.
- 16–18 applicants will undergo the first stage of testing.
- One candidate will be selected for the July 2026 training seat.
- Intention is to select a strong candidate who may also be eligible for a second seat in July 2027.

Councillor Cathy Maxwell raised concern about the difficulty in locating the non-emergency police phone number, especially for seniors or residents who do not immediately turn to online searches. Suggested making the number more visible and accessible. Chief Marty Smith acknowledged the issue and agreed the number should be more visible. Will check whether the number is properly listed in any remaining local phone directories and suggested possibilities for better visibility:

- Posting on digital recreation signs around town.
- Increasing visibility on the Town website.
- Possibly adding the number to police vehicles.
- Further social media promotion.
- Outreach to senior groups and community organizations.

Additional Discussion:

- Councillor Maxwell noted she emailed the Chief but emphasized that many residents may not know the number or where to find it.

- Chief Smith confirmed businesses were previously provided the number through KBC and that more outreach could be done.
- A community suggestion was noted: fridge magnets listing key local emergency and non-emergency numbers.
- Chief Marty Smith reiterated that email is not guaranteed for urgent matters; calling the police directly (non-emergency line) is the preferred method.

## 5. NEW BUSINESS

### a. Large Scale Housing Housekeeping Amendments (first reading)

Background: In October 2024, Council approved amendments to both the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB). These amendments were intended to respond to larger-scale residential developments proposed or anticipated within the Town. The implementation at that time was only partial. The current amendments complete that process.

#### Proposed Amendments - Municipal Planning Strategy (MPS):

- The applicable MPS policy is GD5, which identifies uses permitted only by development agreement.
- In 2024, Council approved development agreement permissions for:
  - Multi-unit dwelling communities in the R4 (High-Density Residential) Zone.
  - Large-scale housing and community developments in the R5 (Large-Lot Residential) Zone.
- However, these approvals were not fully incorporated into the finalized MPS text.
- The new amendment will formally add large-scale housing and community developments to the R5 zone, ensuring alignment and clarity.

#### Proposed Amendments - Land Use Bylaw (LUB):

- Previous LUB amendments introduced implementation language for comprehensive residential developments, but did not include formal definitions.
- The current amendments propose adding two new definitions that:
  - Integrate the MPS policy direction, and
  - Align the MPS and LUB frameworks so both documents function cohesively.

Next Steps: Depending on CAC's recommendation, the amendments will proceed through the standard adoption process:

- Formal drafting
- Public engagement and/or hearing (if required)
- Final consideration by Council

It was moved by Councillor Cate Savage, seconded by Councillor John Andrew that Council give First Reading to the proposed amendments to the Municipal Planning Strategy and Land Use By-law related to the Large-Scale  
*Council Advisory Committee Meeting Minutes – February 9, 2026*

*Approved March 9, 2026*

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)

#### Application Overview:

- Completed application received December 2025.
- Applicant seeks to convert two existing B&B units into long-term dwelling units.
- Property contains multiple buildings; current zoning R2 does not permit more than one main dwelling.
- R3 zoning would allow multiple main buildings and a medium-density residential form.

#### Site Context:

- Address: 160 Main Street
- Prominent corner property; designated Residential on the Future Land Use Map.
- Currently zoned R2; surrounding area predominantly residential.

#### Policy Review: Staff reviewed the application for consistency with:

- IM7 – Enabling criteria for considering rezoning applications
- IM8 – Evaluative criteria for Council to assess planning impact
- IM9 – Broader development implications following a rezoning

All criteria were satisfied.

#### Land Use Bylaw Assessment: Development officers confirmed:

- Property meets minimum lot area and frontage requirements for R3.
- R3 zoning permits multiple main buildings, consistent with the applicant's request.

#### Public Participation Meeting

- Held approximately two weeks prior.
- Questions focused on the maximum development potential under R3:
  - Hypothetically, up to 32 units in four buildings could be developed, if an owner proposed that in the future.
  - The applicant has no intention of pursuing large-scale development; correspondence submitted confirms intent to maintain existing buildings and only convert B&B units to residential.

#### Next Steps:

- CAC to determine recommendation to Council.
- Formal adoption processes to follow.

Councillor Cate Savage asked to confirm earlier discussion: if R3 could allow up to 32 units and requested clarification on the size of the property. Director Darren Shupe responded that yes, depending on configuration, R3 could technically allow up to 32 units over four buildings. Property is approximately 40,000 sq. ft. (just under one acre). Larger development is possible under zoning but not proposed by applicant.

Councillor Samantha Hamilton asked if the applicants only want to convert two B&B units to two apartments, why can't this be done under the Town's accessory dwelling rules instead of a full rezoning. Director Darren Shupe responded that the current rules permit only one accessory dwelling unit per lot. Converting the B&B units would create two main dwellings, not accessory dwellings. That requires R3 zoning. There is also a third structure on the lot not used for residential purposes.

She followed-up stating that other jurisdictions allow up to four units per lot; and asking if Town of Kentville should consider updating its ADU rules to allow more flexibility. Director Darren Shupe responded that Council could pursue future amendments if desired. Increasing the number of units per lot is a separate policy initiative. Some municipalities are exploring similar changes, but this would require a broader review, not tied to this specific application.

Councillor Cate Savage noted that rezoning to R3 applies to the property, not the current owner, so future owners could make use of the full R3 permissions. Director Darren Shupe and Mayor Andrew Zebian confirmed that rezoning decisions are property-based, not person-based.

Councillor Samantha Hamilton asked, if the applicant doesn't want large redevelopment, why must R3 be applied when a smaller change would do. Mayor Andrew Zebian commented that the Town cannot spot-zone or tailor rules to a single property owner. Any changes to allow more flexible ADU rules would apply Town-wide and require a full policy process.

Councillor John Andrew commented that discussion about ADU flexibility and increasing residential density is important but better suited to a Planning Advisory Committee or future planning discussions, not tied to this application.

It was moved by Councillor Rob Baker, seconded by Councillor Cate Savage 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

*Council Advisory Committee Meeting Minutes – February 9, 2026*

*Approved March 9, 2026*

*Page 10*

#### Background & Need:

- The Mitchell Brook culvert under Park Street was approved in the 2025–26 Capital Budget for \$165,000, of which \$27,000 has been spent on design.
- Identified as a critical upgrade in the Town's Multi-Year Stormwater Management Master Plan.
- Existing dual culvert is at the end of its useful life and in deteriorated condition.
- Current environmental and fisheries requirements mandate:
  - Replacement with a single, natural-bottom box culvert wide enough to maintain fish passage and habitat.
  - Temporary removal and replacement of water and sanitary sewer mains located above the culvert.

#### Tendering:

- Tender closed January 29, 2026.
- Seven bids received, ranging from \$510,226 to \$1,145,050 (excluding contingency and HST).
- Required provincial permits for installation have been secured.
- Construction must occur June–September, within the regulated in-stream work window.

#### Reason for Early Approval:

- To meet the requirement to award within 30 days of tender closing.
- Early approval allows the contractor to:
  - Order long-lead materials
  - Secure construction scheduling
- Capital expenditure request will still form part of the upcoming 2026–27 Capital Budget meetings.

#### Financial Implications:

Total Updated Project Cost: \$627,000

#### Previously Approved (2025–26):

- \$165,000 allocated from the CCBF Reserve
- \$27,000 spent on design → \$138,000 remaining to offset construction costs

Additional Funding Required (for 2026–27): \$462,000

#### Proposed Funding Sources:

- \$312,000 from the CCBF Reserve
- \$150,000 from Capital Reserves

This funding fully covers the updated project cost.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell 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. Targeted Income Property Tax Exemption

Background & Rationale: Town of Kentville has long provided income-based property tax exemptions through annual resolutions, but not via a formal policy. Under the Municipal Government Act (MGA), Section 69(1)(a) and (a)(ii), Council may grant tax exemptions by policy. The new Targeted Income Property Tax Exemption Policy formalizes past practice and ensures alignment with MGA requirements.

#### Proposed Changes in the Policy:

##### Income Bracket Adjustment / Consolidation

- Traditional ceiling used: maximum Old Age Security (OAS) + Guaranteed Income Supplement (GIS) amount for a married couple.
- Previous threshold: \$33,390.
- Proposed new threshold: \$37,000 (approx. 10–11% increase).

##### Bracket Consolidation

- Reduction from multiple income brackets to two, simplifying administration.

##### Exemption Amount

- For existing recipients, the change would result in approximately \$2,855 in relief (assuming same income level as 2025).

##### Cost of Living Adjustments (COLA)

- The policy proposes automatic annual adjustments:
  - Apply the same COLA percentage used for the Provincial Property Tax Cap Program,
  - Apply this COLA to both income ceiling and exemption value.

##### Financial Impact:

- Current exemption program costs approximately \$15,000–\$16,000 per year.
- Unknown how many additional residents will qualify under the new threshold.
- Staff do not expect a significant increase, though the exact number cannot be estimated.

##### Comparative Review:

- Staff conducted a scan of other NS municipalities:
  - Some offer higher income thresholds but provide lower exemption amounts (e.g., \$100–\$200).
  - In contrast, Kentville provides a larger benefit (\$650) to households with the lowest incomes.

Councillor Cathy Maxwell asked if the income threshold is based on the OAS/GIS married couple maximum, how does the policy treat single homeowners. Director Wanda Matthews responded that the threshold (previously \$33,390; now \$37,000) is used for all applicants—single or married. Only one exemption may be granted per household.

Councillor Rob Baker commented that the proposed \$37,000 threshold equals roughly \$17.75/hour, which is below a living wage in Nova Scotia. He suggested raising the threshold to \$42,000–\$47,000 to better reflect affordability and support equity-seeking residents. He expressed skepticism about how many low-income residents at that level would own property in Kentville. Comments noted; no amendment proposed at this meeting.

Councillor Cate Savage asked if raising the threshold will significantly increase the number of applicants. Director Wanda Matthews responded that it is hard to predict; increase from \$34,000 to \$37,000 may make some additional residents eligible. Approximately 31 households received the exemption last year. Between 96 and 126 residents reached out to the tax administrator for information. Staff expect some increase, but not substantial.

She then requested clarification about how Kentville compares to other municipalities. Director Wanda Matthews responded that several municipalities have higher income limits, but lower exemption amounts. Kentville provides one of the more generous exemption amounts for the lowest-income households.

Councillor Samantha Hamilton provided context regarding other supports available to low-income residents (heating, snow removal, provincial programs), noting municipalities are only one part of a broader support network.

It was moved by Councillor Cate Savage, 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

##### Background:

- Two small parcels of land were recently identified through the Land Registry.
- No legal owners could be determined.
- With guidance from legal counsel, staff confirmed the properties fall under the Escheats Act process (transfer of ownerless property to the Crown).
- The Province of Nova Scotia (Department of Justice) has chosen to assume ownership of both parcels.

- However, the Province will not pay any back taxes, interest, or penalties accrued from the date of parcel creation to the date of transfer.

Financial Details:

- Parcel 1: PID 10738318
- Annual taxes: ~\$77
- Majority of outstanding balance is interest and penalties.
  
- Parcel 2: PID 10992672
- Annual taxes: ~\$267
- Again, most of the write-off relates to accumulated interest/penalties.

Write-Off Amount:

- Total outstanding (tax + interest + penalties) to be written off:
- \$1,474.33

Future Taxation:

- Once owned by the Province, each property will be subject to grants in lieu of taxes beginning in 2024 onward.
- Estimated annual values:
  - Parcel 1: \$86
  - Parcel 2: \$294
- These amounts are generally consistent with their annual tax rates.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage 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)

Purpose of Update: The existing Chapter 87 – Partial Tax Exemption Bylaw has been reviewed and updated for:

- Formatting and clarity
- Consistency with current bylaw standards
- Updated language to reflect current administrative practices

Nature of Exemption:

- Partial tax exemptions apply when non-profit or community organizations operate in commercially assessed properties but are granted approval by Council to have part or all of their assessment taxed at the residential rate.
- Residential rate is significantly lower (e.g., approx. \$1.42/100 vs. \$3.29/100 for commercial).

*Council Advisory Committee Meeting Minutes – February 9, 2026*

*Approved March 9, 2026*

*Page 14*

#### Changes in Schedule A:

- Two properties have been removed from Schedule A:
  - One property was sold and no longer qualifies since exemptions apply to the specific owner and property.
  - One property was reclassified as residential by Property Valuation Services (PVSC), meaning no exemption is required because it no longer pays commercial rates.

#### No Substantive Policy Change: Updates are primarily administrative:

- Improved readability
- Updated cross-references
- Removal of no-longer-eligible properties
- No functional change to how exemptions are granted

Councillor Rob Baker asked if organizations (e.g., religious groups) are receiving a reduction from commercial to residential, or if they are exempt entirely. Director Wanda Matthews responded that exemption reduces taxation from commercial to residential rate. Example: Commercial property assessed at \$100,000 would normally be taxed at ~3.29/100. Under the exemption, the full \$100,000 would be taxed at the residential rate (~1.42/100).

#### Further clarification:

- When Schedule A lists "100% of the whole," it means 100% of the assessment is shifted to residential rate.
- When "30% of the whole" is listed, only 30% is taxed at residential rate, and 70% remains commercial.

He followed-up noting that the bylaw lists only had one religious organization (Food Bank site) and asked why there were not other churches or religious facilities. CAO Chris McNeill explained that most religious properties are automatically exempt under the Nova Scotia Assessment Act, not through this bylaw. This bylaw only applies where:

- A non-profit has a commercially assessed component, OR
- The organization operates a commercial-use space (e.g., hall rentals, gift shops, childcare in commercial zones).

#### Examples provided:

- Church sanctuaries and halls are typically exempt by legislation and do not require inclusion in this bylaw.
- A non-profit operating in a commercial zone (e.g., certain childcare facilities) may require exemption through this bylaw.

"Ninety-nine percent of these organizations are already exempt by legislation. This bylaw only covers the few that 'sneak through the cracks.'"

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council give first reading to Bylaw 204 respecting partial tax exemption.

MOTION CARRIED

6. PUBLIC COMMENTS

There were no public comments.

It was moved by Councillor Rob Baker, seconded by Deputy Mayor Debra Crowell, that Council move into closed session at 6:08 p.m.

MOTION CARRIED

7. CLOSED SESSION

- a. Municipal Government Act – Section 22(2)(c) – Personnel Matters

RETURN FROM CLOSED SESSION

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage, that the meeting return from closed session at 6:28 p.m.

MOTION CARRIED

8. ADJOURNMENT

There being no further business, the meeting adjourned at 6:28 p.m.

---

Approval Date

---

Mayor Andrew Zebian



# Town of Kentville

## Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

March 9, 2026

#### Programs and Operations

- **Kentville Water Commission:** At the end of February, we were able to fill the Water Operator vacancy internally from within Public Works through an internal posting process. Andrew Prall was appointed to the Water Operator position effective February 28, 2026. Andrew transitioned from his role as Public Works Operator and brings experience working within the water distribution system. He currently holds the necessary Water Operator Level 2 certification required for our waster system.

We are working with staff on preparing the upcoming Kentville Water Commission budget and continuing to work with our ICIP consultant to review and confirm the design parameters for the proposed water storage tank project.

- **Sanitary Sewer Area Service:** A Regional Sanitary Sewer Budget meeting is scheduled for March 5<sup>th</sup> and an updated Operating & Capital Budget is expected to be presented at that meeting. We will review the updated budget with Finance and CAO and if acceptable, we will bring a recommendation to approve at our next Council meeting.
- **Operating Budget:** Working with staff to finalize the operating budget for presentation to Council in late March.

#### Projects

- **Mitchell Brook Culvert Replacement:** Following Council's recommendation, the Mitchell Brook Culvert Replacement project has now been awarded. The final tender amount will be reflected in the 2026/27 Capital Budget. We will move forward with finalizing the contract and coordinating with the contractor so they can schedule the work within the upcoming construction season. The project must

be completed between June and September to meet regulatory and environmental timing requirements.

- **Donald E. Hiltz Connector Road:** We are currently preparing the design for Phase Two of the project, which will involve replacing the water tank in the Kentville Business Park.
- **Miller Ave & AT Projects:** We have begun preparing for both the design work and the required field and survey work for these Capital projects .
- **Provincial Paving Program:** We will be submitting an application later this week for the 2026/27 Provincial Paving Grant and we will be focusing on the west end of Park Street. The Provincial program provides up to 50% funding with the remaining cost of the project paid for by the Town. This is year 3 of a 5-year funding program.

### **Public Engagement**

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

### **Meetings and Events**

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- February 9<sup>th</sup> – CAC Meeting
- February 18<sup>th</sup> – Source Water & KWC Meeting
- February 26<sup>th</sup> – Capital Budget Meeting

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**TOWN OF KENTVILLE**  
**Staff Report to Council Advisory Committee**  
**For the Month of February 28, 2026**  
**DEPARTMENT- FINANCE**

**Operations**

- During February, the Finance Department focused primarily on developing and presenting the capital investment plan for the years 2026–2027 through 2030–2031.
- Interim audit planning is underway. The interim audit is scheduled for March 11, 2026. Scheduling began in February, and a planning meeting has been set with the Finance and Audit Committee. The timing for the year-end audit will be confirmed once the Auditor is on site.

**Financial**

- The capital investment plan for 2026–2027 to 2030–2031 was presented to Council on February 26. Town staff requested \$10,520,900 for the 2026–2027 budget and \$47,661,400 over five years, with funding from tax and sewer revenues, grants, reserves, debt, and external sources.
- Year-to-date (YTD) January Statement of Operations results are presented in Appendix A. Revenues represent 93.1% and expenses represent 84.6% of their respective annual budgets, 83% through the fiscal year. Overall, the forecast indicates a surplus position; however, the potential financial impacts of continued winter snowstorms remain a key financial risk and will continue to be monitored closely.
- As of March 2, 2026, Town General Capital expenditures total \$8,614,906—72% of the budget or 88% of the forecast. Appendix B/B.1 provides further details (Capital Investment Plan Update), while Appendix B.2 covers the Sanitary Sewer Capital Plan, including a recent forecast adjustment.
- Preliminary Quarter 3 Sanitary Sewer Statement of Operations with analysis can be found in Appendix C. Overall results show a surplus of \$ 101,684 with revenues at 65.1% and expenses at 60.0% of budget. Q3 sanitary sewer revenues were below expectations and higher Regional Sewer costs contributed to a projected year-end operating deficit of \$ 127,880.
- Tax billing for the 2025–2026 fiscal year totaled \$ 13,879,493, based on the approved property tax rate and August assessment values. As of March 2, 2026 1.5% of the levy remained outstanding.

<b>Outstanding Tax Receivable Aging</b>		
<b>2025-2026</b>	<b>2024-2025</b>	<b>Prior Years</b>
\$ 212,349	\$ 19,875	\$ 10,150

Respectfully submitted,

Wanda Matthews, CPA, CA

Director of Finance



## Town of Kentville Operating Fund

**Statement of Operations**  
Year to Date January 31, 2026

**Overall**

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show **84.6%** of **expenditure** budget used and **93.1 %** of **revenue** budget recorded creating an overall **surplus of \$ 1,621,509**.

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

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

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

**Revenue**

- Final **taxes** levied for the 2025–2026 fiscal year total \$ 13,879,493, based on the approved property tax rate and property assessment values at the time of finalization.
  - Overall, forecasts for taxes, levies, and area rates have been adjusted downward to reflect updated and finalized estimates, ensuring revenue projections align with the most current assessment data and accurately represent the Town's expected tax base for the year.
  - Throughout the year, successful assessment appeals are processed, and taxes are adjusted to reflect PVSC's valuations.
  - Total assessment-related adjustments are now expected to be approximately \$ 32,000, which is \$ 14,000 more than budgeted.
- **Payments in Lieu of Taxes** – Provincial and federal payments are received each year. A \$34,755 reduction was forecasted based on the Q3 federal payment. In February, \$175,047 was received from the province for GIL, which was \$3,543 below budget.
- **Other Revenues – Own Sources** include returns on investments and year-end transfers.
  - The number of criminal record checks has increased by an average of 15% compared to last year; however, demand is variable. The budget assumes activity levels similar to last year and does not include fee increases. Based on trends observed in Q4 last year, activity typically increases, which could result in higher revenues in Q4. While the potential increase could exceed \$3,350 the forecast uses the conservative estimate.
  - Interest on deposits was budgeted conservatively. Actual results are approximately \$ 85,000 lower than the same period last year due to cash flow challenges (\$ 2.1 M average balance) and lower interest rates (3.9% versus 2.7%).
- **Conditional and unconditional transfers** – Variances compared to the prior year are primarily due to the timing of grant and provincial funding receipts, as well as the filling of a previously vacant, funded specialized police position in 2025. In addition, Canadian Parks and Recreation Association job grants were significantly reduced this year, and the Town's application was not successful. The budgeted amount of \$ 7,000, net of an increase of \$ 1,200 from the Canada Summer Jobs program, results in an overall forecasted revenue reduction of \$ 5,800.
- **Other – Deed Transfer Tax** – Budget estimates were originally based on nine (9) months of deed transfer tax collections; however, with 19 months of transactions now available (as the tax was started on July 1, 2024), revenue estimates have been increased by \$ 150,000.

**Statement of Operations**  
Year to Date January 31, 2026

**Expenditure**

- **Debt charges** are incurred in accordance with a defined payment schedule, with the principal and both semiannual interest payments now recorded for all debentures.
- **Administration**
  - Given that legislative expenditure is trending below anticipated levels, a \$ 15,000 reduction has been applied to the Council's forecasted expenses. Legal and professional fees have been distributed from Administration to departments with greater precision. The forecast reflects a realignment of the budget to match projections for Administration, Protective Services and Transportation Services. This redistribution ensures that professional fees related to code of conduct investigations can be funded.
  - Staff turnover has resulted in favourable variances in administrative salaries.
- **Protective Services**
  - Police Core
    - Vacancy levels are lower this year compared to the same period last year.
    - Overtime expenses are nearing the annual budget, and they are forecasted to be over budget by \$ 6,000. Coverage for schedule changes due to sick calls is expected to continue placing pressure on the overtime budget. Some overtime costs have been reimbursed by a third party and recorded as revenue.
    - The gasoline allocation from Public Works has been accrued for ten months based on last year's actuals.
  - Fire
    - The annual transfer of \$ 351,342 to the Kentville Volunteer Fire Department from the area rate has occurred.
- **Transportation Services**
  - Maintenance costs at the Public Works building are higher than anticipated for this point in the year, with an over-expenditure of \$ 8,500 forecast. However, the introduction of new equipment has reduced the need for external equipment repairs. These savings are expected to offset the increased building maintenance costs.
  - The vacant manager position, net of additional leadership premiums and other compensation variances, is expected to result in a forecasted surplus of \$ 70,000 in this area by year-end.
  - Snow removal expenditures are expected to begin earlier in the season than the prior year. No forecast adjustments have been made at this time; however, utilization will continue to be monitored closely.
  - Expenditures in other areas remain consistent with the prior year.
- **Planning and Zoning** are fully staffed this year, while vacancies existed in these positions at the same time last year. Legal expenses exceeded the full annual budget within the first six months with the overage offset by savings in other areas that are currently under budget.
- **Parks and Recreation** – A forecasted under-expenditure of \$ 43,336 is expected primarily due to:
  - Lower net costs associated with swimming program, summer outreach initiatives, the HWA program and seasonal parks staffing.
  - Arena allocated salaries exceeding budget.
  - Expansion of the Before and After School Program being limited due to staffing constraints, with additional revenues anticipated.
  - Receipt of a \$ 25,000 grant from CCTH for Active Communities funding, which has been recorded as revenue.

# Town of Kentville Operating Fund

## Statement of Operations

APPENDIX A

For the Period January 31, 2026

Revenue	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>					
<b>Tax (including Industrial Park)</b>					
Assessable property	12,884,655	12,852,887	12,866,639	99.9%	99.4%
Resource	77,661	77,661	77,661	100.0%	99.5%
Economic development	141,758	153,729	153,147	108.0%	109.8%
	<b>13,104,074</b>	<b>13,084,277</b>	<b>13,097,447</b>	<b>99.9%</b>	<b>99.5%</b>
<b>Area rates and frontages</b>					
Area rates	765,598	767,241	770,696	100.7%	100.4%
Special assessments	2,000	2,000	5,616	280.8%	408.5%
	<b>767,598</b>	<b>769,241</b>	<b>776,312</b>	<b>101.1%</b>	<b>101.2%</b>
<b>Based on revenue</b>					
Business property	32,670	32,670	32,670	100.0%	100.0%
<b>Other</b>					
Deed Transfer Fee	600,000	750,000	766,592		
<b>TOTAL TAXATION</b>	<b>14,504,342</b>	<b>14,636,188</b>	<b>14,673,021</b>	<b>101.2%</b>	<b>99.6%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>					
Federal and agencies	390,774	356,019	355,989	91.1%	96.5%
Provincial and agencies	178,590	175,047	-	0.0%	0.0%
	<b>569,364</b>	<b>531,066</b>	<b>355,989</b>	<b>62.5%</b>	<b>67.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>					
Provincial government	130,557	130,557	101,113	77.4%	38.9%
Local government	98,253	98,253	24,096	24.5%	48.6%
	<b>228,810</b>	<b>228,810</b>	<b>125,210</b>	<b>54.7%</b>	<b>42.9%</b>
<b>SALES OF SERVICES</b>					
Agencies	1,270,630	1,273,980	<b>943,228</b>	<b>74.2%</b>	<b>68.8%</b>
<b>OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	46,700	46,700	76,977	164.8%	117.4%
Rentals	402,633	411,333	300,192	74.6%	75.7%
Interest	200,000	200,000	226,217	113.1%	156.6%
Return on investments	660,000	660,000	-	0.0%	0.0%
Other	41,400	41,400	40,306	97.4%	80.7%
	<b>1,350,733</b>	<b>1,359,433</b>	<b>643,692</b>	<b>47.7%</b>	<b>51.5%</b>
<b>UNCONDITIONAL TRANSFERS</b>	450,128	450,128	367,004	81.5%	<b>103.9%</b>
<b>CONDITIONAL TRANSFERS</b>	183,094	177,294	151,162	82.6%	<b>104.8%</b>
<b>FINANCING AND TRANSFERS</b>					
From reserves	407,030	407,030	402,597	98.9%	49.6%
<b>TOTAL REVENUE</b>	<b>18,964,131</b>	<b>19,063,929</b>	<b>17,661,902</b>	<b>93.1%</b>	<b>91.3%</b>
Revenue budget to forecast variance (value)	99,798				
Revenue budget to forecast variance (%)	0.53%				

# Town of Kentville Operating Fund

APPENDIX A

## Statement of Operations

For the Period January 31, 2026

<b>Expenditures</b>	<b>Annual Budget</b>	<b>Forecast</b>	<b>Preliminary YTD Amount</b>	<b>% Budget Expended CY</b>	<b>% Budget Expended PY</b>
<b>GENERAL ADMINISTRATION</b>					
Legislative	297,422	282,422	224,461	75.5%	76.8%
General administration	2,065,100	1,989,840	1,629,244	78.9%	79.5%
	<b>2,362,522</b>	<b>2,272,262</b>	<b>1,853,705</b>	<b>78.5%</b>	<b>79.1%</b>
<b>PROTECTIVE SERVICES</b>					
Police- core program	3,412,349	3,418,349	2,793,638	81.9%	80.4%
Police-sales of service	193,656	193,656	132,977	68.7%	65.0%
Law enforcement	148,279	170,279	142,334	96.0%	79.7%
Fire fighting	1,052,596	1,052,596	759,035	72.1%	78.8%
Protective service- debt charge	2,120	2,120	2,090	98.6%	100.0%
Emergency measures and other	212,205	212,205	145,494	68.6%	104.6%
	<b>5,021,205</b>	<b>5,049,205</b>	<b>3,975,569</b>	<b>79.2%</b>	<b>80.4%</b>
<b>TRANSPORTATION SERVICES</b>					
Common services	1,482,448	1,412,448	1,121,623	75.7%	77.0%
Road transportation	957,800	957,800	751,346	78.4%	91.8%
Public transit	437,251	437,251	437,251	100.0%	95.9%
Transportation- debt charge	62,411	62,411	60,650	97.2%	172.5%
Other	100,000	100,000	102,145	102.1%	109.0%
	<b>3,039,910</b>	<b>2,969,910</b>	<b>2,473,016</b>	<b>81.4%</b>	<b>86.9%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Solid waste collection and recycling	<b>826,739</b>	<b>826,739</b>	<b>810,187</b>	<b>98.0%</b>	<b>77.2%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>					
Planning and zoning	411,848	411,848	334,222	81.2%	58.2%
Other community development	497,856	497,856	437,761	87.9%	87.9%
	<b>909,704</b>	<b>909,704</b>	<b>771,983</b>	<b>84.9%</b>	<b>75.4%</b>
<b>RECREATION AND CULTURAL</b>					
Recreation-Administration	759,376	754,519	621,444	81.8%	75.6%
-Programmes (net)	125,505	111,390	94,747	75.5%	15.5%
-Facilities and Trees	1,037,345	1,012,752	851,000	82.0%	88.6%
-Debt charge	44,645	44,645	27,740	62.1%	131.3%
Cultural	141,184	141,413	125,081	88.6%	88.6%
	<b>2,108,055</b>	<b>2,064,719</b>	<b>1,720,012</b>	<b>81.6%</b>	<b>79.9%</b>
<b>EDUCATION</b>	<b>2,324,456</b>	<b>2,324,456</b>	<b>1,923,160</b>	<b>82.7%</b>	<b>83.3%</b>
<b>FINANCING AND TRANSFERS</b>					
Debt charge- principal	874,040	874,040	874,040	100.0%	100.0%
Transfers to allowances and reserves	1,497,300	1,647,300	1,638,721	109.4%	123.5%
	<b>2,371,340</b>	<b>2,521,340</b>	<b>2,512,761</b>	<b>106.0%</b>	<b>113.1%</b>
<b>TOTAL EXPENDITURE</b>	<b>18,963,931</b>	<b>18,938,335</b>	<b>16,040,393</b>	<b>84.6%</b>	<b>85.1%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 200</b>	<b>\$ 125,594</b>	<b>\$ 1,621,509</b>		
Expenditure budget to forecast variance (value)	(25,596)				
Expenditure budget to forecast variance (%)	-0.13%				



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2025-2026  
YTD March 2, 2026**

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Active Transportation	611,000	550,000	61,000	546,861	89.5%
General Administration	101,500	119,100	(17,600)	103,686	102.2%
Protective Services	186,400	199,275	(12,875)	172,097	92.3%
Transportation <sup>Note 1</sup>	4,394,850	3,181,335	1,213,515	3,142,188	71.5%
Expansion- Donald Hiltz Connector	5,500,000	4,930,570	569,430	3,806,022	69.2%
Planning and Development	78,000	22,000	56,000	18,528	23.8%
Parks and Recreation <sup>Note 2</sup>	1,128,250	830,450	297,800	825,525	73.2%
<b>Total</b>	<b>\$ 12,000,000</b>	<b>\$ 9,832,730</b>	<b>\$ 2,167,270</b>	<b>\$ 8,614,906</b>	<b>71.8%</b>

Note 1 comprised of:

Equipment	496,000	493,425	2,575	493,415	99.5%
Buildings	136,000	137,610	(1,610)	137,538	101.1%
Streets & Lights	1,157,000	1,018,750	138,250	1,018,007	88.0%
Sidewalks	1,552,850	1,490,000	62,850	1,452,501	93.5%
Flood Mitigation	665,000	33,100	631,900	32,308	4.9%
Storm Sewer	388,000	8,450	379,550	8,417	2.2%
	<b>\$ 4,394,850</b>	<b>\$ 3,181,335</b>	<b>\$ 1,213,515</b>	<b>\$ 3,142,188</b>	<b>71.5%</b>

Note 2 comprised of:

Green Spaces	25,000	26,280	(1,280.00)	21,622	86.5%
Parks & Playgrounds	125,650	40,515	85,135	40,417	32.2%
Sport Facilities	906,600	715,635	190,965	715,550	78.9%
Buildings and Equipment	71,000	48,020	22,980	47,937	67.5%
	<b>\$ 1,128,250</b>	<b>\$ 830,450</b>	<b>\$ 297,800</b>	<b>\$ 825,525</b>	<b>73.2%</b>

<b>Town of Kentville</b> <b>Capital Investment Plan</b> <b>Implementation Status Report</b> <b>March 2, 2026</b>				
Department	Project Description	Budget (\$)	Forecast (\$)	Status
Administration	Server Room - Town Hall	71,500	89,100	Construction/Procurement
Administration	IT Projects for Administration Systems	20,000	20,000	Construction/Procurement
Administration	Fencing- Generator	10,000	10,000	Planning
Transportation	Downtown Sidewalk Phase 2 (GIF)	611,000	550,000	Construction/Procurement
Transportation	Building Fire Escape Upgrades - Public Works	45,000	44,200	Construction/Procurement
Transportation	Building Paint & Siding Upgrades - Public Works	24,000	32,300	Construction/Procurement
Transportation	Two Way Radios	25,000	23,310	Construction/Procurement
Transportation	Fuel Pump Replacement- Town Fleet	42,000	37,800	Construction/Procurement
Transportation	Ornamental Street Lights	25,000	25,000	Construction/Procurement
Transportation	Street Sweeper	496,000	493,425	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Design	150,000	360,000	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Phase 1 (ICIP)	5,350,000	4,570,570	Construction/Procurement
Transportation	Storm Water Master Plan Phase 1	500,000	6,100	Planning
Transportation	Park Street - Mitchell Brook Crossing Replacement	165,000	27,000	Deferred
Transportation	South Main Street Sidewalk and Storm Sewer Replacement (Phase 1) GRID	1,330,850	1,300,000	Construction/Procurement
Transportation	Prospect Avenue Curb and Sidewalk	222,000	190,000	Construction/Procurement
Transportation	Spring Garden Road Storm Sewer Upgrades	320,000	-	Deferred
Transportation	Apple Tree Lane Storm Sewer	68,000	6,550	Deferred
Transportation	Memorial Park Storm Sewer	-	1,900	Construction/Procurement
Transportation	Provincial Trunk Roads Routes- Paving	1,000,000	900,000	Construction/Procurement
Transportation	Prospect Avenue Extension Curb and Street Paving	132,000	93,750	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	-	Cancelled
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	22,000	Construction/Procurement
Planning and Development	Ornamental Lights	20,000	-	Cancelled
Protective Services	Marked Patrol Vehicle	89,000	80,000	Construction/Procurement
Protective Services	Firearms - Sig Sauer P320 9mm pistols	37,700	37,700	Construction/Procurement
Protective Services	Body Armour Level 2	34,700	34,875	Construction/Procurement
Protective Services	SAFEKEEPER Evidence Drying Chamber	25,000	18,000	Construction/Procurement
Protective Services	Police - Technology	-	28,700	Construction/Procurement
Parks and Recreation	Tractor Bay Garage Door Replacement (Repair - Operating)	20,000	-	Construction/Procurement
Parks and Recreation	New Plow and Mounting Hardware	16,000	17,820	Construction/Procurement
Parks and Recreation	Buyout of Tractor Lease	35,000	30,200	Construction/Procurement
Parks and Recreation	Gorge Bridge	-	1,280	Cancelled (PY carry forward)
Parks and Recreation	Electrical Services and Distribution - Safety fix	10,000	5,600	Construction/Procurement
Parks and Recreation	Arena Bleachers - Fix Seating	10,000	-	Construction/Procurement
Parks and Recreation	Condenser	221,600	165,375	Construction/Procurement
Parks and Recreation	Arena - Paving back parking lot Arena - Dehumidifier	150,000	42,210	Construction/Procurement
Parks and Recreation	Tables and Transport Carts for Arena	15,000	12,900	Construction/Procurement
Parks and Recreation	Pool Renovation	500,000	489,550	Construction/Procurement
Parks and Recreation	Culvert Bridge -Entry at Memorial Park and Walter Wood Playground	25,000	25,000	Construction/Procurement

**Town of Kentville  
Capital Investment Plan  
Implementation Status Report  
March 2, 2026**

Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,300	<b>Construction/Procurement</b>
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	21,600	<b>Construction/Procurement</b>
Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	10,615	<b>Construction/Procurement</b>
Parks and Recreation	Batting cages (3)	75,000	-	<b>Cancelled</b>
<b>Budget Total</b>		<b>\$ 12,000,000</b>	<b>\$ 9,832,730</b>	

**Legend:**

<b>Work complete</b>	<b>Work in progress</b>	<b>Work not started</b>	<b>Work deferred or cancelled</b>
<ul style="list-style-type: none"> <li>-Planning work complete</li> <li>-Tender Awarded</li> <li>-Asset procured</li> <li>-Construction Complete</li> </ul>	<ul style="list-style-type: none"> <li>-Specifications developed</li> <li>-Tender documents at some phase of completeness</li> <li>-Construction work is in progress</li> <li>-Asset delivery pending</li> <li>-Final inspection pending</li> </ul>	<ul style="list-style-type: none"> <li>-Project approved and with Director or Chief to initiate procurement process for asset (infrastructure or equipment)</li> </ul>	<ul style="list-style-type: none"> <li>-Moved to future year</li> <li>-Cancelled due to cost escalation, requirements changing or funding loss</li> </ul>



**TOWN OF KENTVILLE - SANITARY SEWER  
CAPITAL INVESTMENT PLAN  
2025-2026  
March 2, 2026**

<b>PROJECT DESCRIPTION</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>VARIANCE</b>	<b>YTD ACTUAL</b>	<b>% Forecast Expended</b>
DE Hiltz Storm and Access Rd (ICIP)	\$ 36,817	\$ 36,666	\$ 151	\$ 36,666	100%
Sewer Pumps	20,000	39,000	(19,000)	26,981	69%
Business Park Laterals	20,000	-	20,000	-	0%
Crescent Avenue Station	75,000	-	75,000	-	0%
<b>TOTAL</b>	<b>\$ 151,817</b>	<b>\$ 75,666</b>	<b>\$ 76,151</b>	<b>\$ 63,647</b>	<b>84%</b>

# Town of Kentville Operating Fund

APPENDIX C

## Sanitary Sewer Area Service Statement of Operations - Q3

For the Period Ended December 2025

Sanitary Sewer revenues are below budget in Q3, with actuals approximately \$26,000 lower than forecast following the sewer rate increase effective October 1, 2025. This variance reflects lower-than-anticipated revenue in the first year of the rate adjustment. Expenditures are generally tracking with budget; however, domestic sewer maintenance costs are higher due to unbudgeted street repair work associated with sewer line replacements and related restoration activities. Based on Q3 actuals and the current forecast, the service is projected to end the year with an operating deficit of approximately \$127,880, which includes a \$75,000 forecasted unfavourable variance related to the County of Kings agreement.

	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Expended CY
<b>REVENUE</b>				
Sanitary sewer	2,012,250	1,962,250	1,308,097	65.0%
Interest on overdue accounts	6,000	6,000	5,802	96.7%
Permits- sewer connections	2,500	1,250	650	26.0%
Transfer from Operating Reserves	-	-	-	
<b>TOTAL REVENUE</b>	<b>2,020,750</b>	<b>1,969,500</b>	<b>1,314,550</b>	<b>65.1%</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Administration	139,400	139,400	106,734	76.6%
Legal	1,500	680	680	45.4%
Audit	2,500	3,200	(386)	-15.5%
Office	3,500	3,000	2,371	67.7%
Common service charge	30,000	30,000	-	0.0%
Vehicle expense	1,000	620	619	61.9%
Other collection expense	100	100	94	94.4%
Lease of equipment	1,500	1,300	939	62.6%
Interest on customers' deposits	100	160	105	105.2%
Professional studies	-	5,000	4,580	0.0%
Dues and fees	500	500	-	0.0%
Training	1,000	2,600	2,580	258.0%
Depreciation Reserve	131,500	131,500	131,500	100.0%
	<b>312,600</b>	<b>318,060</b>	<b>249,817</b>	<b>79.9%</b>
<b>Domestic Sewer Maintenance</b>				
Wages	34,350	20,000	8,712	25.4%
Materials and supplies	33,000	47,000	21,576	65.4%
Maintenance	-	4,249	4,249	0.0%
	<b>67,350</b>	<b>67,000</b>	<b>34,537</b>	<b>51.3%</b>
<b>Pumping Stations</b>				
Wages	14,600	17,000	13,792	94.5%
Insurance	21,000	22,820	22,815	108.6%
Operating expenses	25,000	20,000	10,769	43.1%
Maintenance	6,000	5,000	4,673	77.9%
	<b>66,600</b>	<b>64,820</b>	<b>52,049</b>	<b>78.2%</b>
<b>Treatment &amp; Disposal</b>				
Agreement-Co. of Kings	1,440,000	1,515,000	754,974	52.4%
<b>Fiscal Services</b>				
Interest	25,400	25,400	14,388	56.6%
Principal	107,100	107,100	107,100	100.0%
Discount	1,700	-	-	0.0%
	<b>134,200</b>	<b>132,500</b>	<b>121,488</b>	<b>90.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,020,750</b>	<b>2,097,380</b>	<b>1,212,865</b>	<b>60.0%</b>
<b>SURPLUS (DEFICIT)</b>	<b>-</b>	<b>(127,880)</b>	<b>101,684</b>	



# Town of Kentville

## Staff Report to Council Advisory Committee

### **Planning & Development**

### **March 2026**

#### Looking Forward

The kick-off meeting for the Planning Advisory Committee will be held on March 25, 2026, at 4pm. The Plan Review will be a standing item at the PAC meetings starting in April.

Alice Jebiwott has started in her role as Climate Action Coordinator. Climate risks will be reviewed during this process, and her work will help inform the Plan Review process.

#### Month in Review

#### Development Applications

- Development Permits: Five (5) development permits were issued in the month of February with an estimated construction value of \$769,940.
- Site Plan Approval Applications: No site plan approval applications were received in February.
- Subdivision Applications: Two (2) subdivision applications were received in February.

- o 405 Chester Ave (PID 55253843) divided into two parcels



- o 24 Prospect Ave (PID 55252308) provided a piece of land (crosshatched area) to enlarge Lot 130A Forest Hill (PID 55253165).



Planning Applications and Reports

## New

- An application was received for a text amendment to the Land Use By-law for home-based businesses to allow for group classes of up to 8 people per class. Section 5.1.3(c)(i) currently restricts classes to “private one on one instruction or tutoring in the arts”.

## Ongoing

- An application has been received to rezone 160 Main Street (PID 55246573) from the One and Two Unit Dwelling (R2) Zone to the Medium Density Residential (R3) Zone, along with a text amendment, to facilitate the conversion of a bed and breakfast to residential units. A public hearing is scheduled for March 23, 2026.
- Staff have initiated amendments to the Municipal Planning Strategy and Land Use By-Law to clarify how larger residential developments are reviewed in the Large Lot Residential (R5) Zone. The amendments would support coordinated multi-unit housing in high-density areas and large-scale housing and community developments, using Development Agreements where appropriate. These changes are intended to align policy with existing regulations and ensure consistent, transparent decision-making. A public hearing is scheduled for March 23, 2026.
- Staff have prepared amendments to the Town’s planning documents to clarify how diverse forms of housing—such as supportive, transitional, and emergency housing—are addressed within Kentville’s planning framework. First Reading was given to the proposed amendments on December 15, 2025.
- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-Law that would allow, under specific conditions, the issuance of development permits prior to final subdivision approval. The amendments are currently undergoing legal review.
- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue

(PIDs 55034300) on December 12, 2024. Staff and the applicant are working towards advancing the application.

### Community and Economic Development

- Tourism Marketing and planning processes for the upcoming VIC season are underway. Travel guide advertisements and seasonal tourism campaigns are being mocked up now for 2026 and will publish beginning in April. Intent is to run a May-October open season at the Visitor Centre this year, pending budget discussions and approval.

Respectfully Submitted,

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

Kirsten Duncan  
Development Officer,  
GIS/Planning Technician

Lindsay Young  
Community & Economic  
Development Officer

Ben Croll  
Development Officer,  
Planning Coordinator

Alice Jebiwott  
Climate Action  
Coordinator

# Permit Report

Planning & Development



## February 2026

<b>Permit #:</b>	<b>4542</b>	<b>Permit Date:</b>	2/13/2026
<b>Value of Construction:</b>	\$45,000.00	<b>Fee:</b>	\$55.20
Demolition of existing garage and construction of a new 24' x 20' garage with an attached 16' x 20' lean-to			

<b>Permit #:</b>	<b>4544</b>	<b>Permit Date:</b>	2/19/2026
<b>Value of Construction:</b>	\$10,000.00	<b>Fee:</b>	\$42.00
Replace interior wall in lobby			

<b>Permit #:</b>	<b>4543</b>	<b>Permit Date:</b>	2/19/2026
<b>Value of Construction:</b>	\$20,000.00	<b>Fee:</b>	\$64.00
Installation of a bathroom in bedroom on main level			

<b>Permit #:</b>	<b>4541</b>	<b>Permit Date:</b>	2/19/2026
<b>Value of Construction:</b>	\$680,940.00	<b>Fee:</b>	\$260.46
Single Unit Dwelling with Detached Ancillary Dwelling Unit			

<b>Permit #:</b>	<b>4545</b>	<b>Permit Date:</b>	2/20/2026
<b>Value of Construction:</b>	\$14,000.00	<b>Fee:</b>	\$50.80
Remove interior load bearing wall			

# Activity Report

Planning & Development



	February 2026		February 2025	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
<b>Number of Permits</b>	5	10	3	11
<b>Total Building Value</b>	\$769,940.00	\$2,473,495.00	\$46,264.00	\$703,168.24
<b>Permit Revenue</b>	\$472.46	\$21,794.48	\$110.34	\$1,008.32



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of February 2026  
Department of Parks and Recreation  
Presented on March 9, 2026**

**Administration and Operations**

---

*Staffing Updates:*

- Lucas Vanderaa – Parks Project Facilitator – February 23 start date
- Tyler MacLoad has joined us for a work placement through Acadia’s Community Development program
- Summer Jobs have been posted

*Meetings:*

- Annapolis Valley Trail Coalition Meeting took place on February 26<sup>th</sup>
  - Discussion on next steps with coalition
- First IDEA Committee meeting took place on February 25<sup>th</sup>
  - Meeting with Communities Culture Tourism Heritage around grant opportunities

*National Volunteer Week:*

- Every year, communities across Canada mark National Volunteer Week by celebrating the incredible people who give their time and talents to make our communities stronger. In 2026, we will celebrate from April 19–25, and we want to recognize the outstanding volunteers who make Town of Kentville such a wonderful place to live. This year we are expanding our format to align with the strategic priorities of our Town and have developed a variety of nomination categories that highlight the meaningful contributions that advance community well-being, inclusion, sustainability, culture and youth leadership. These categories include:
  1. Healthy and Active Community Award
  2. Inclusive and Connected Community Award
  3. Environmental Stewardship Award
  4. Arts, Culture and Heritage Award
  5. Youth Leadership Award
- 10-Year Rec Plan Engagement

- Communication will be coming out this month regarding upcoming community engagement for the 10-Year Recreation Plan. Stay tuned to the Town Website and Social Media outlets

## Facilities and Operations

---

- Final day for ice rentals is March 29

## Programs and Outreach

---

- Spring program registration opens March 10<sup>th</sup> at 9:00am. Reminder that an Amilia Account is required for registration into programs
  - The program guide can be found at [www.kentville.ca/programs](http://www.kentville.ca/programs)
  - Any questions can be directed to [recreation@kentville.ca](mailto:recreation@kentville.ca)

### *Winter Warm Up:*

- Winter Warm Up was a month-long initiative designed to encourage outdoor activity, community connection, and winter recreation participation in Kentville. Through a mix of pop-up programming, partnerships, and community challenges, the initiative promoted accessible, low-barrier opportunities for residents to stay active during the winter season.
  - Pop Up Sledding Event – Approximately 75 people attended
  - Cross Country Ski Events
    - Try It Ski – 32 registered participants
    - Sunset Ski – 12 registered participants
    - Learn to Ski (SHIFT Partnership) – 9 participants
      - These events supported skill development, outdoor literacy, and accessible recreation. The SHIFT partnership further enhanced equity by reducing financial and equipment-related barriers.
  - Board Games Event – in partnership with Kings Tabletop and Boardgames Society (KTABS)
    - Approximately 50 people attended
    - Rewind 89.3 supported the event with snacks and swag!
    - This event was designed to build in an opportunity for indoor social gathering and build on to an ongoing partnership with KTABS.
  - Wellnify Winter Challenge
    - Through the Wellnify platform, Kentville residents collectively logged 13,515,684 steps during the month!
    - **Impact:** This initiative successfully encouraged consistent physical activity throughout February, supporting both physical and mental well-being. The collective step count reflects strong community engagement and demonstrates the value of gamified wellness challenges.
  - What Worked Well

- Strong partnership collaboration
- Accessible, drop-in style programming
- High family engagement at sledding activation
- Positive reception to free equipment model
- Clear alignment with winter wellness messaging
- Opportunities for next year
  - Expand event to multiple pop-up dates. Incorporate snow shoeing, and other options for winter activities.
  - Consider additional winter wellness incentives

### *February Events – February*

- Month of February will be host of the Winter Warm Up in Kentville
  - Pop up recreational activities throughout Kentville
  - The goal is to promote physical activity in our community through pop up recreational events
  - Community can sign up for the Community Wellness Challenge through Wellnify app, which is free for use.
  - **Location:** Town Parks and Facilities
- Sledding Party – Apart of Winter Warmup
  - February 2 @ Burgher Hill
  - Staff estimated a total of 70 participants throughout the night
    - Parents around the fire, kids sledding
    - Teenagers snowboarding down the bike course
    - Date nights
- Art Lightfoot High School Hockey Tournament – Centennial Arena
  - 14 teams registered
  - February 5-8
- Division 1 Regional Female High School Hockey Tournament – Centennial Arena
  - February 19-20
  - Hosted by Horton High School

### *March Events*

- U15 AAA Female Provincial Championships – Centennial Arena
  - Hosted by Valley Wild
  - March 27-29

Respectfully Submitted,



Craig Langille  
Director of Parks and Recreation

# Jan 2026



ADMINISTRATION	2024	2025
SOT's	34	25
Foot Patrol	121	128
Criminal Code Charges	17	21
Calls for Service	273	328

## HIGHLIGHTS/INITIATIVES:

- KPS Youth Program officially started. 7 Cadets sworn in.
- Attended the National Conference for Special Olympics LETR
- Sgt Pick's shift preparing for 1<sup>st</sup> Responders Wellness Symposium

## PATROL:

- 35% of the calls were in the downtown core dealing with suspicious persons/trespassing/wellbeing checks and mental health calls.
- Flight from Police file resulting in 5 criminal code charges
- Increase in theft files in the month of December

## TRAINING:

- 210 hours of training
- Search Warrant Course (2 members)
- PROS training

## BY-LAW

- 123 hours Foot Patrol
- 50 parking Tickets
- 47 Warning tickets
- 15 smoking infractions
- 13 Assist KPS with calls
- 1 Municipal By-Law investigations

# Jan 2026



## COMMUNITY ENGAGEMENT SERGEANT:

- Spent a lot of time getting ready for the 1<sup>st</sup> night of KPS Youth Program including finishing youth interviews, creating welcome package for youth and parents, Program kit and monthly planning activities.
- Kings County Senior Safety Board meetings
- Valley Round Table meeting
- CCN and CES met with Psych Department in reference to Crisis Intervention Team (CIT) being launched in the Valley

## COMMUNITY CRISIS NAVIGATOR:

- 18 Agency Meetings including Open Arm Outreach, The Women's Place, CAP, Circle NS, Portal Youth, Project H.O.P.E, Coordinated Access
- 12 Community Presence/Involvement including Drop in at the Portal, Library and local areas where unhoused individuals are frequently attending to offer any assistance with resources they might require, attended VRH with a person to advocate for them with necessary treatment required, assisted shift with several calls, individuals dealing with housing, mental health and addiction issues
- 17 Referrals Received - 13 internal - 8 from KPS, 5 self, 1 external and 3 other - from family member, community member and the Portal
- 56 Client Interactions
- 12 Calls deferred to CCN allowing members to focus on other matters

## INVESTIGATIVE SECTIONS:

### GENERAL INVESTIGATIVE SECTION

- 5 active investigations
- 7 Search Warrants/Production Orders executed
- Firearms possession. Search warrant executed and 3 arrests, possession charges and individuals were evicted from the property.
- Ongoing Fraud over \$5,000 file, arrest, successful interview and 5 charges laid for credit card fraud.

### STREET CRIME ENFORCEMENT UNIT

- Started mid-January training.

### CRIMINAL INTELLIGENCE SERVICE NOVA SCOTIA

- Admin source debriefs
- Surveillance conducted for KPS investigation
- Provided Intel for successful break and enter file
- Assisted with Human Trafficking file
- Set up Intel meetings in local districts



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

Preliminary YTD January 2026		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>Remuneration</b>					
122-11-011	Remuneration- Administration	478,599	380,035	79.4%	-20.6%
122-11-012	Remuneration- Sergeant	595,576	488,567	82.0%	-18.0%
122-11-013	Remuneration-Constable	1,038,434	833,090	80.2%	-19.8%
122-11-014	Stat pay	50,000	56,363	112.7%	12.7%
122-11-015	Overtime-Sergeant	18,385	18,226	99.1%	-0.9%
122-11-016	Overtime-Constable	47,134	67,188	142.5%	42.5%
122-11-017	Secondment	105,379	92,415	87.7%	-12.3%
122-11-019	Special event overtime- S & C	12,000	12,909	107.6%	7.6%
		<b>2,345,507</b>	<b>1,948,794</b>	<b>83.1%</b>	<b>-16.9%</b>
<b>Benefits</b>	122-12-02X	478,240	366,394	76.6%	-23.4%
<b>Internal Allocation</b>	122-13-010	10,012	-	0.0%	0.0%
<b>Office Expenses</b>					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	400	33.3%	-66.7%
122-14-034	Meeting-Commission	5,000	1,776	35.5%	-64.5%
122-14-036	Director's expense	7,500	6,429	85.7%	-14.3%
122-14-037	Inspector's expense	4,000	2,947	73.7%	-26.3%
122-14-039	Training	30,000	13,946	46.5%	-53.5%
122-14-041	Auxiliary program	4,600	2,414	52.5%	-47.5%
122-14-042	Insurance-liability/E&O	54,139	55,639	102.8%	2.8%
122-14-045	Office expense & supplies	18,000	17,672	98.2%	-1.8%
122-14-048	Telephone	30,000	20,967	69.9%	-30.1%
122-14-051	Equipment rental	5,000	3,045	60.9%	-39.1%
122-14-058	Other expense	5,600	4,289	76.6%	-23.4%
		<b>165,039</b>	<b>129,525</b>	<b>78.5%</b>	<b>-21.5%</b>
<b>Occupancy-Police Building</b>					
122-15-011	Custodial	10,000	6,427	64.3%	-35.7%
122-15-042	Insurance	3,325	3,325	100.0%	0.0%
122-15-060	Heat	7,000	3,974	56.8%	-43.2%
122-15-061	Electricity	13,500	14,110	104.5%	4.5%
122-15-062	Water/sewer	2,400	2,038	84.9%	-15.1%
122-15-068	Maintenance- Other costs	24,700	26,335	106.6%	6.6%
		<b>60,925</b>	<b>56,210</b>	<b>92.3%</b>	<b>-7.7%</b>
<b>Operations-Communication</b>					
122-16-048	Communications	120,000	102,396	85.3%	-14.7%
122-16-051	Radio license	2,000	859	42.9%	-57.1%
122-16-053	Maintenance	1,500	537	35.8%	-64.2%
		<b>123,500</b>	<b>103,792</b>	<b>84.0%</b>	<b>-16.0%</b>
<b>Operations-Technology (122-16-148)</b>					
		<b>60,500</b>	<b>29,098</b>	<b>48.1%</b>	<b>-51.9%</b>
<b>Operations-Vehicle</b>					
122-17-042	Insurance	20,626	20,626	100.0%	0.0%
122-17-070	Gasoline	47,000	29,061	61.8%	-38.2%
122-17-071	Operations & maintenance	25,000	18,743	75.0%	-25.0%
		<b>92,626</b>	<b>68,430</b>	<b>73.9%</b>	<b>-26.1%</b>



TOWN OF KENTVILLE  
2025-2026 OPERATING EXPENDITURE  
POLICE PROTECTION

Preliminary YTD January 2026		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>Operations-Programmes</b>					
122-18-080	Special projects	22,000	4,801	21.8%	-78.2%
122-18-082	Crime prevention/community relations	4,000	1,869	46.7%	-53.3%
122-18-085	Custody and detention of prisoners	50,000	33,375	66.8%	-33.3%
122-18-086	KPS Youth Program	-	-	-	-
		76,000	40,045	52.7%	-47.3%
<b>TOTAL POLICE PROTECTION EXPENDITURE</b>		<b>3,412,349</b>	<b>2,742,287</b>	<b>80.4%</b>	<b>-19.6%</b>
<b>LESS: POLICE PROTECTION REVENUE</b>					
	Secondment- Province	130,557	101,113	77.4%	-22.6%
	Fines and fees- Province	30,000	64,592	215.3%	115.3%
	Police Miscellaneous	500	17,025	3405.0%	3305.0%
<b>TOTAL POLICE PROTECTION REVENUE</b>		<b>161,057</b>	<b>182,731</b>	<b>113.5%</b>	<b>13.5%</b>
<b>NET POLICE PROTECTION EXPENDITURE</b>		<b>3,251,292</b>	<b>2,559,557</b>	<b>78.7%</b>	<b>-21.3%</b>
<b>SALES OF SERVICE REVENUE</b>					
	Sales of service- Police	517,650	415,444	80.3%	-19.7%
<b>LESS: SALES OF SERVICE EXPENDITURE</b>					
	Remuneration	165,909	112,252	67.7%	-32.3%
	Benefits	27,747	17,958	64.7%	-35.3%
<b>TOTAL SALES OF SERVICE EXPENDITURE</b>		<b>193,656</b>	<b>130,209</b>	<b>67.2%</b>	<b>-32.8%</b>
<b>NET SALES OF SERVICES REVENUE (EXCESS REVENUE OVER EXPENDITURE)</b>		<b>323,994</b>	<b>285,235</b>	<b>88.0%</b>	<b>-12.0%</b>
<b>LAW ENFORCEMENT</b>					
<b>Provincial Mandatory</b>					
122-22-200	Transfers to Correctional Services	-	-	-	-
<b>Other</b>					
122-31-080	Prosecution	12,000	6,900	57.5%	-42.5%
122-31-082	Legal	10,000	33,478	334.8%	234.8%
122-31-084	Other-Crossing guards	31,396	21,172	67.4%	-32.6%
122-31-085	Parking/By law enforcement officer	70,394	58,067	82.5%	-17.5%
122-31-086	Benefits	19,489	15,563	79.9%	-20.1%
122-31-088	Other-Grant	5,000	5,000	100.0%	0.0%
		148,279	140,180	94.5%	-5.5%
<b>TOTAL LAW ENFORCEMENT EXPENDITURE</b>		<b>148,279</b>	<b>140,180</b>	<b>94.5%</b>	<b>-5.5%</b>
<b>LESS: LAW ENFORCEMENT REVENUE</b>					
	Taxi Licenses	2,600	655	25.2%	-74.8%
	Parking Tickets	11,000	9,215	83.8%	-16.2%
<b>TOTAL LAW ENFORCEMENT REVENUE</b>		<b>13,600</b>	<b>9,870</b>	<b>72.6%</b>	<b>-27.4%</b>
<b>NET LAW ENFORCEMENT EXPENDITURE</b>		<b>134,679</b>	<b>130,310</b>	<b>96.8%</b>	<b>-3.2%</b>

### Occurrence Stats

Violation group - Unknown	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8999 9999 Cancellation of Occurrence	1	0	1	0	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0	0.0%	0	0	0	0	0
Violation group - Traffic Offences - Traffic Accidents	Reported	Un-founded	Actual	Not cleared	By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9930 0020 Traffic Collision(s) - Non - Fatal Injury	2	0	2	0	1	0	50.0%	0	1	0	0	0
9930 0030 Traffic Collision(s) - Property Damage - Reportable	8	0	8	0	1	0	12.5%	1	0	0	0	0
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	6	0	6	1	0	0	0.0%	0	0	0	0	0
	16	0	16	1	2	0	12.5%	1	1	0	0	0
Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Un-founded	Actual	Not cleared	By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	4	0	4	1	3	0	75.0%	3	0	0	0	0
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	1	0	1	0	0	1	100.0%	0	0	0	0	0
9900 0060 Parking Offences (Provincial/Territorial)	4	0	4	1	1	0	25.0%	0	0	0	0	0
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	5	0	5	0	4	0	80.0%	2	2	0	0	0
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	3	0	3	0	3	0	100.0%	3	0	0	0	0
	17	0	17	2	11	1	70.6%	8	2	0	0	0
Violation group - Traffic Offences - Other Traffic Related Duties	Reported	Un-founded	Actual	Not cleared	By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	3	0	3	3	0	0	0.0%	0	0	0	0	0
	3	0	3	3	0	0	0.0%	0	0	0	0	0
Violation group - Traffic Offences - Municipal By-laws	Reported	Un-founded	Actual	Not cleared	By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9950 0010 Municipal Bylaws - Traffic	3	0	3	0	0	0	0.0%	0	0	0	0	0
	3	0	3	0	0	0	0.0%	0	0	0	0	0

### Occurrence Stats

Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9235 0070 Operation while impaired (drug) of Motor Vehicle	1	1	0	0	0	0	0.0%	0	0	0	0	0
9265 0010 Failure or refusal to comply with demand (drugs)	1	0	1	0	1	0	100.0%	0	1	0	0	0
	2	1	1	0	1	0	100.0%	0	1	0	0	0
Violation group - Traffic offences - Dangerous Operation of Motor	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
9133 0030 No Pursuit Involved - Flight From Peace Officer	1	0	1	0	1	0	100.0%	1	0	0	0	0
	1	0	1	0	1	0	100.0%	1	0	0	0	0
Violation group - Provincial Statutes {except traffic}	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	2	0	2	0	1	1	100.0%	0	1	0	0	0
7300 0110 911 Act - Offences Only	1	0	1	0	0	1	100.0%	0	0	0	0	0
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	1	0	1	0	1	0	100.0%	1	0	0	0	0
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	4	0	4	0	0	0	0.0%	0	0	0	0	0
8840 0297 Coroner's Act - Sudden Death/Other Activities	2	0	2	0	0	0	0.0%	0	0	0	0	0
8840 0306 Family Law Act – Other Activities	1	0	1	0	0	0	0.0%	0	0	0	0	0
8840 0336 Mental Health Act - Other Activities	44	0	44	1	0	0	0.0%	0	0	0	0	0
8840 0341 911 Act - Other Activities	7	0	7	0	0	0	0.0%	0	0	0	0	0
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	40	0	40	1	0	2	5.0%	0	0	0	0	0
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	11	1	10	0	0	1	10.0%	0	0	0	0	0
	113	1	112	2	2	5	6.3%	1	1	0	0	0
Violation group - Provincial Statutes - Municipal By-laws	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
9955 0010 Municipal Bylaws - Other	2	0	2	0	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0	0.0%	0	0	0	0	0
Violation group - Other Criminal Code - Other Criminal Code	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
3410 0050 Failure to comply with undertaking	1	0	1	0	1	0	100.0%	0	1	0	0	0

### Occurrence Stats

Violation group - Other Criminal Code - Other Criminal Code	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
3410 0060 Failure to comply with order	7	1	6	0	5	1	100.0%	2	1	2	0	0
3430 0010 Disturbing the peace/Causing a disturbance	3	0	3	3	0	0	0.0%	0	0	0	0	0
3470 0010 Resists/obstructs peace officer	1	0	1	0	0	1	100.0%	0	0	0	0	0
3520 0010 Fail to comply probation order	3	0	3	0	3	0	100.0%	3	0	0	0	0
3540 0010 Uttering Threats Against Property or an Animal	1	0	1	1	0	0	0.0%	0	0	0	0	0
	16	1	15	4	9	2	73.3%	5	2	2	0	0
Violation group - Other Criminal Code - Offensive Weapons	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
3375 0055 Unauthorized possession of a firearm/prohibited weapon or restricted weapon	1	0	1	0	1	0	100.0%	1	0	0	0	0
	1	0	1	0	1	0	100.0%	1	0	0	0	0
Violation group - FES - Other FES Statutes	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
8840 0121 Corrections & Conditional Release Act - Other Activities (including Parole Violations)	1	0	1	0	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0	0.0%	0	0	0	0	0
Violation group - Drug Enforcement - Trafficking	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
4230 0010 Trafficking - Schedule I: Other	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0
Violation group - Drug Enforcement - Possession	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
4120 0010 Possession - Schedule I: Cocaine	1	1	0	0	0	0	0.0%	0	0	0	0	0
	1	1	0	0	0	0	0.0%	0	0	0	0	0
Violation group - Drug Enforcement - Drug Enforcement Other	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
8840 0001 Controlled Drugs & Substance Act - Other Activities	2	1	1	1	0	0	0.0%	0	0	0	0	0
	2	1	1	1	0	0	0.0%	0	0	0	0	0

### Occurrence Stats

Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
1625 0010 Criminal Harassment	1	0	1	1	0	0	0.0%	0	0	0	0	0
1626 0040 Harassing communications	1	0	1	1	0	0	0.0%	0	0	0	0	0
1627 0010 Uttering threats against a person	1	0	1	0	1	0	100.0%	0	0	0	0	0
	3	0	3	2	1	0	33.3%	0	0	0	0	0
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
1420 0010 Assault With Weapon or Causing Bodily Harm	1	0	1	0	0	1	100.0%	0	0	0	0	0
1430 0010 Assault	3	0	3	0	1	2	100.0%	1	0	0	0	0
	4	0	4	0	1	3	100.0%	1	0	0	0	0
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2140 0011 Other theft under \$5000	8	1	7	3	3	1	57.1%	3	0	0	0	0
2142 0011 Theft under or equal to \$5000 From a motor vehicle	1	0	1	1	0	0	0.0%	0	0	0	0	0
2143 0010 Theft under or equal to \$5000 - Shoplifting	4	1	3	1	1	0	33.3%	1	0	0	0	0
	13	2	11	5	4	1	45.5%	4	0	0	0	0
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2130 0005 Other theft over \$5000	1	0	1	1	0	0	0.0%	0	0	0	0	0
2135 0100 Theft of car	1	0	1	1	0	0	0.0%	0	0	0	0	0
	2	0	2	2	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Mischief	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	6	0	6	3	1	2	50.0%	1	0	0	0	0
2170 0095 Mischief to motor vehicle 430(3)&(4) CC	1	0	1	1	0	0	0.0%	0	0	0	0	0
	7	0	7	4	1	2	42.9%	1	0	0	0	0

### Occurrence Stats

Violation group - Crimes Against Property - Fraud	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2160 0070 Fraud (money/property/security) greater than \$5000	0	0	0	0	1	0	0.0%	0	1	0	0	0
2160 0155 Unauthorized use of credit card data	0	0	0	0	1	0	0.0%	0	1	0	0	0
	0	0	0	0	2	0	0.0%	0	2	0	0	0
Violation group - Common Police Activities - Related Police Activities	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8500 0110 Offender Management	3	0	3	3	0	1	33.3%	0	0	0	0	0
8550 0030 Suspicious Person/ Vehicle/ Property	22	0	22	1	0	1	4.5%	0	0	0	0	0
8550 0050 False Alarms	12	0	12	0	0	0	0.0%	0	0	0	0	0
8550 0060 Items Lost/Found - except passports	13	0	13	2	0	1	7.7%	0	0	0	0	0
8550 0140 Breach of Peace	3	0	3	0	0	0	0.0%	0	0	0	0	0
	53	0	53	6	0	3	5.7%	0	0	0	0	0
Violation group - Common Police Activities - Information Files	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8535 0010 Information File	2	1	1	0	0	0	0.0%	0	0	0	0	0
	2	1	1	0	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Assistance to General Public	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8546 0010 Assist General Public	18	0	18	0	0	0	0.0%	0	0	0	0	0
8550 0190 Wellbeing Check	28	0	28	1	0	0	0.0%	0	0	0	0	0
	46	0	46	1	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Assistance Files	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8545 0010 Assistance to Canadian Federal Dept/Agency	2	0	2	1	0	1	50.0%	0	0	0	0	0
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agency	11	0	11	0	0	0	0.0%	0	0	0	0	0
8545 0030 Assistance to Non-Government Canadian Agency	3	0	3	0	0	0	0.0%	0	0	0	0	0
8545 0040 Assistance to Canadian Police (non-RCMP) Agency	1	0	1	0	0	0	0.0%	0	0	0	0	0

### Occurrence Stats

Violation group - Common Police Activities - Assistance Files	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8545 0120 Assistance to RCMP Agency/B.C Prime/N.S. Halifax County Versadex	1	0	1	0	0	0	0.0%	0	0	0	0	0
	18	0	18	1	0	1	5.6%	0	0	0	0	0
<b>Totals</b>	328	8	320	35	36	18	16.9%	23	9	2	0	0

## Sundry Accounts Receivable Write-Off

Meeting Date: March 9, 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 on the tax roll 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.





**Emergency Management  
Office of the Minister**

---

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • [Minister.EmergencyManagement@novascotia.ca](mailto:Minister.EmergencyManagement@novascotia.ca)

---

February 26, 2026

Dear Members of the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators (AMANS):

Over the past year, we have taken an honest look at the state of fire services across Nova Scotia. Our goal has been to ensure that efforts to strengthen and improve fire services work in practice—not just on paper. This legislation helps set the stage for a phased approach to change that is both achievable and sustainable. These changes are intended to strengthen, not disrupt, the vital services you provide.

Recently, we engaged with more than 700 fire chiefs, deputy chiefs, fire service coordinators, and municipal leaders to determine how best to implement the recommendations from the FSANS report. We appreciate the feedback and perspectives shared by partner organizations, municipal elected officials, administrators, and fire service leaders during these planning sessions.

We listened carefully to what you had to say, and we are now taking the next step.

On February 23, the Province introduced the Support for Fire Protection Services Act, which will strengthen fire services across Nova Scotia. This legislation does not change section 293 of the *Municipal Government Act*. Municipalities may maintain and provide fire and emergency services but will not be required to do so.

Under the new Act, the Minister of Emergency Management will provide oversight for municipal fire services and set provincewide standards for firefighter training and certification, personal protective equipment, transition support for fire services that choose to move to a municipal model, and resources for fire protection service planning, delivery, and reporting.

Fire departments and fire service commissions that are not currently part of a municipal fire service will remain as they are.

The *Support for Fire Protection Services Act* also enables the creation of an Office of the Fire Commissioner, an important first step toward providing provincial oversight, coordination, and support to municipalities and fire service providers.



NOVA SCOTIA

## Emergency Management Office of the Minister

---

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • [Minister.EmergencyManagement@novascotia.ca](mailto:Minister.EmergencyManagement@novascotia.ca)

---

The Act requires all municipalities—whether they directly oversee fire services or not—to:

- conduct a fire protection service review to ensure evidence-based decisions about the services provided in their communities
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standards identified in the review
- participate in a common records management system

This legislation is part of the Province's broader commitment to strengthening the fire services sector. It will help ensure consistent training standards across the province and support collaborative procurement for vehicles, equipment, and insurance—helping fire departments reduce costs.

We recognize that fire service sector is comprised of a diverse range of leaders and organizations with a variety of needs and perspectives. Considering this, we will continue to work with our partners like AMANS, NSFMS, and FSANS to share accessible information about the work underway. If members of your organization have questions, please encourage them to contact us at [firemodernization@novascotia.ca](mailto:firemodernization@novascotia.ca).

We look forward to continuing our work with municipalities and the fire service sector to build a modernized model that better serves Nova Scotians.

Thank you,

A handwritten signature in blue ink, appearing to read 'Kim Masland'.

Honourable Kim Masland

Minister of the Department of Emergency Management

c. Honourable John A. MacDonald, Minister of Municipal Affairs

Greg Jones, President, Fire Services Association of Nova Scotia

## Support for Fire Protection Services Act

### Q&As

Date: February 27, 2026

#### LEGISLATIVE CHANGES

##### **Q: What are the changes you've introduced?**

- The Province introduced the Support for Fire Protection Services Act on Monday, February 23 to strengthen fire services across Nova Scotia.
- The legislation is part of the Province's ongoing commitment to strengthening the fire services sector.
- It will help ensure consistent training standards across the province and support procurement to get best pricing for purchasing vehicles, equipment and insurance, helping fire departments reduce costs.
- Under the new act, responsibility for the *Fire Safety Act* and *Rural Fire District Act* will transfer from the Minister of Municipal Affairs to the Minister of Emergency Management.
- The Minister of Emergency Management will provide oversight for municipal fire services and set provincewide standards for:
  - fire services
  - firefighter training and certification
  - personal protective equipment
  - transition support for fire services that want to transition to a municipal model
  - resources for fire protection service planning, delivery and reporting.
- Fire departments and fire service commissions that are not currently part of a municipal fire service will remain as is. In other words, no changes are being made to the legislation governing fire commissions, fire brigades, fire associations, or voluntary societies.
- The legislation also enables the creation of an Office of the Fire Commissioner, the first step in providing provincial oversight, co-ordination and support to municipalities and fire service providers. The creation of this Office was recommended by FSANS in the Governance Review.
- The legislation requires all municipalities – whether they oversee fire services or not to:
  - conduct a fire protection service review, to ensure municipalities and fire departments make evidence-based decisions about the services they provide to their community

- ensure that local firefighter competencies, training and personal protective equipment meet the service standard required by the fire protection service review
  - participate in a common records management system
- Fire service providers, such as fire commissions must also conduct fire protection service reviews

**Q: What isn't changing?**

- This legislation does not change section 293 of the *Municipal Government Act*.
- Municipalities may maintain and provide fire and emergency services but will not be required to do so.

**Q: What will the Province be working on in the coming months and years?**

- The Department of Emergency Management will be focused on strengthening fire services by:
  - Operationalizing the Office of the Fire Commissioner
  - Supporting the transition for municipalities that want to provide fire services
  - Rolling out fire training across the Province
  - Building regional fire training capacity (instructors and facilities)
  - Developing standards and regulations in consultation with municipalities and fire services
  - Funding has been provided to begin this work, and we will develop future year budgets over the course of the next 12 months.

WHY LEGISLATION NEEDED

**Q: Why are you making these changes?**

- Over the past year, we've taken a hard, honest look at the state of fire services across the province.
- These changes reflect the recommendations coming out of the Fire Service Association of Nova Scotia's (FSANS) governance review last year.
- Firefighters told us loud and clear what's working, what's not, and what needs to change. They want:
  - Better governance
  - Safe training
  - Standardized services.
- For far too long, the sector has been struggling under a patchwork of funding, governance arrangements with municipalities, and service levels around the province have been inconsistent.

- So, we're tackling it head on, by working *with* the fire service sector and municipalities.
- Over the last few months, our staff have met with over 700 fire chiefs and deputy chiefs, municipalities, fire service coordinators, and fire commission leaders to figure out how to implement the 40 recommendations from the recent FSANS report.
- Together with the sector, we'll build a sustainable, effective and safe sector for our firefighters.

**Q: Did you consult with firefighters on these changes?**

- Yes, in 2025, firefighters told the Fire Service Association of Nova Scotia exactly what they needed in the governance review.
- There was also a value-for-money audit of the Nova Scotia Firefighters Training School, which also revealed governance and safety issues.
- In September 2025, the Department of Municipal Affairs introduced legislation that put the framework in place to consult with the fire service sector and introduce legislation to strengthen fire services by September 2026.
- In January of this year, we began extensive engagement sessions with fire chiefs, deputy fire chiefs, fire commissioners, fire service coordinators and municipal CAOs across the province to figure out how to implement the recommendations coming out of that FSANS report.
- We have held 15 sessions with participation from more than 700 participants across the Province.

SUPPORT FOR MUNICIPALITIES

**Q: What supports will be available to municipalities to help alignment with the new legislation and a 3-year transition to a modern fire service system?**

- For those municipalities that want to work with the province to adopt a municipally led service model, we will provide transition supports.
- The Province will work on shared/joint procurement and insurance options to achieve economies of scale.
- The Province will support municipalities with tools and templates that build capacity and coordination within the system including: fire service maps, service agreement templates, and a uniform risk assessment tool to inform fire service reviews and planning
- The Province will also provide a Fire Records Management System to all municipalities and fire service providers in the Province.

- Establish the Fire Training Advisory Committee (FTAC) and Interim Regional Training Plans, based on data from site visits and local training need assessments.
- Roll out of hybrid (Provincial/Municipal Shared) delivery of Level 1 training.
- Remove barriers that limit access to provincially recognized training (e.g. Class 3 license barriers, access to live fire, etc.)
- Initiate provincial-municipal collaboration to create Regional Training Centres, shared access to mobile burn trailers and a central site (airport) with facilities for specializing training.
- The Province will work with the Fire Training Advisory Committee (FTAC) and fire service leaders to develop a continuum of firefighter qualification (competency-based), certification, and instructor standards

## GOVERNANCE

### **Q: What would an Office of the Fire Commissioner (OFC) be responsible for?**

- An OFC was one of the recommendations coming out of the FSANS report.
- The OFC will be a home in government for all matters relating to fire safety and fire services. The Fire Commissioner will oversee all aspects of fire safety and services and provide clear, consistent direction to municipalities and all fire service stakeholders through standards and regulations.
- It will also lead the development of a new training model that provides accountability, oversight, and equitable access to training resources and professional certification.

### **Q: Do these amendments affect DNR's wildland firefighters?**

- No. These amendments only affect volunteer and career firefighters.

## IMPACT ON FIRE DEPARTMENTS AND FIRE FIGHTERS

### **Q: Will training standards be set so high that we lose volunteers?**

- There is a role for everyone in Nova Scotia's fire services
- The FSANS Standards Committee is actively working on developing policies for minimum standards for the Nova Scotia Fire Service. See their work here: <https://www.fsans.ns.ca/documents-forms/standards>
- FSANS advocates for Firefighter service levels in structural firefighting:
  - Exterior (Defensive) Firefighter
  - Interior (Offensive) Firefighter
  - Support/Other Roles

- These levels determine the risk, training requirements, and equipment required for firefighters at a scene.
- The new regional training model will ensure that firefighters can access training to achieve the level they desire, close to home and delivered in a hybrid environment through on-line classes for appropriate sections of the curriculum.
- Firefighters will be engaged in standardizing the colour code for the service level tags.

## CERTIFICATION / TRAINING

### **Q. Will legislation require all firefighters in Nova Scotia to be Level 1 certified?**

- We want to be clear that there is place for every volunteer firefighter in the province. We continue to work with the fire service across Nova Scotia to ensure the legislation and standards are achievable across the province.
- Our objective is to ensure standard baseline.
- Achieving Level 1 certification will be a choice for individual firefighters to make, but it will not be a requirement.
- Firefighters in exterior or support positions may opt to only complete the required components of Level 1 training, as defined by their role.
- In developing new Training and Certification Standards, the Province will ensure that a variety of training options are provided in alignment with the roles that volunteers want to play.

### **Q. Will there be one central fire training school in the province?**

- Through the FSANS report, it was recommended that training centres be established regionally so firefighters can train locally and avoid excessive travel.
- We will work toward a hub-and-spoke model for a central training facility for higher-level firefighter training and Incident Command training, with more basic training being offered locally, as recommended by the FSANS report.

## VALUE-FOR-MONEY AUDIT & GOVERNANCE REVIEW

### **Q: What were the results of the value-for-money audit of the Nova Scotia Firefighters School?**

- The findings of the report were troubling.
- They show a consistent failure to uphold a culture of safety, and serious, unaddressed safety-related deficiencies.
- The report also identified a dysfunctional governance structure, outdated bylaws, non-existent committees, lack of strategic planning and a decline in infrastructure.

- As a result, the Province cut ties with the training school, and established the Fire Training Advisory Committee, which is tasked with building out standardized training for firefighters across the province.

**Q: What were the results of the broader fire services review by FSANS?**

- There were common themes noted across the province.
- They were:
  - Sustainable funding models
  - Standardized and accessible training
  - Improved recruitment and retention supports
  - Clearer governance structures
  - Consistent and coordinated dispatch systems
  - Enhanced health and safety measures
  - Equitable access to equipment and infrastructure
  - Defined levels of service based on risk assessments
  - Stronger interoperability and mutual aid arrangements
  - Sustainable approaches to medical first response.

**Q: Who contributed to the fire services review?**

- FSANS can speak to the details of who helped inform the review, but we know that hundreds of firefighters and fire service leaders participated in the process.
- In their final report, FSANS reported that the recommendations were based on conversations with hundreds of firefighters at 30 in-person meetings and 400 responses to a consultation survey.
- NSFM and AMANS also provided feedback on behalf of their members.

## Occupational Health and Safety Policy Statement

Meeting Date: March 9, 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