

Town of Kentville Council Advisory Committee Meeting

April 13, 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, March 9, 2026

4. DEPARTMENT REPORTS

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

5. NEW BUSINESS

- (a) Recreation Summer Plan and Activating Champions Initiative
- (b) Bylaw 206 – Heritage (first reading)
- (c) Bylaw 205 – Building (first reading)
- (d) Reserve Transfer Request
- (e) Lions Club of Kentville Lease
- (f) Business Advisory Committee Terms of Reference
- (g) Nominating Committee Report
- (h) Build Nova Scotia Fee Waiving

6. PUBLIC COMMENTS

7. CLOSED SESSION

- (a) Municipal Government Act - Section 22(2)(a) – Acquisition of Municipal Property
- (b) Municipal Government Act - Section 22(2)(d) – Labour Relations
- (c) Municipal Government Act - Section 22(2)(c) – Personnel Matter

8. ADJOURNMENT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: March 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
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

REGRETS: Deputy Mayor Debra Crowell
Councillor Cate Savage

1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 5:05 p.m. He respectfully acknowledged that Kentville is on the traditional and unceded land of the Mi'kmaq People. The Town honours their deep connection to this land, past, present, and future; and also recognizes and honours the contributions and heritage of African Nova Scotians whose ancestors have shaped and enriched this community for generations.

DECLARATIONS OF CONFLICT OF INTEREST
None.

2. APPROVAL OF THE AGENDA

Item 5.d, Investment Advisory Services Contract Extension, was added.

Items Closed Session and Public Comments' order was switched.

It was moved by Councillor Rob Baker, seconded by Councillor Cathy Maxwell that the agenda of March 9, 2026, be approved as updated above.

MOTION CARRIED

3. APPROVAL OF MINUTES – February 9, 2026

There being no changes, the minutes were approved.

4. DEPARTEMENT REPORTS

a. Engineering and Public Works

Kentville Water Commission:

- Director Dave Bell reported that the Water Operator vacancy was filled internally through the Public Works department following an internal posting process.
- Andrew Prall transitioned from his role as a Public Works Operator to the Water Division and commenced his new position on February 28. He brings experience in water distribution systems and holds the required Level II certification for Kentville's water system.
- Staff are currently preparing the upcoming Water Commission budget.
- Work is continuing with the ICIP consultant to review and confirm design parameters for Phase Two of the Donald E. Hiltz Road project, which includes construction of a new water storage tank on inland property near the existing tank in the Industrial Park.

Regional Sanitary Sewer System:

- Director Dave Bell attended a recent Regional Technical Subcommittee meeting regarding the Regional Treatment System.
- An updated operating budget was reviewed, with Town staff recommending revisions to align with previously approved sanitary sewer budget projections.
- The revised budget is scheduled to be presented to the full Regional Committee on March 12.
- Subject to committee approval, the budget will be brought forward to Council later in the month for consideration.

Operating Budget:

- Public Works staff are currently developing the department's operating budget for presentation to Council in the coming weeks.

Capital Projects:

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- The Mitchell Brook Culvert Replacement Project, previously approved by Council, has been awarded.
- The contractor has been notified, and the project will proceed once the capital budget is formally approved and contracts are executed.
- Construction must occur between June and September to meet environmental regulatory requirements, with work anticipated during mid-summer when conditions are driest.

Donald E. Hiltz Road:

- Design work for Phase Two of the Donald E. Hiltz Road project is underway.
- Phase Two includes replacement of the existing water storage tank in the Industrial Park.

Downtown and Active Transportation Projects:

- Preliminary design work has commenced on several proposed downtown projects, assuming approval of the capital budget.
- Design work is underway for Miller Avenue and other components of the Active Transportation (AT) project scheduled for completion within the current fiscal year.

Provincial Paving Program:

- The Town will submit an application for the 2026–2027 Provincial Paving Grant, focusing on the west end of Park Street.
- Park Street was identified as being in the poorest condition among eligible trunk roads.
- The program provides up to 50% provincial funding, with the remaining cost borne by the Town.
- The program is currently in its third year of a five-year commitment.

Councillor Rob Baker requested clarification on the timeline for replacement of the water storage tank in the Industrial Park. Director Dave Bell responded that land acquisition is ongoing and nearing completion and construction is anticipated to begin in fall 2026 and may span two construction seasons, with completion expected in 2027.

Councillor Rob Baker asked whether the Hiltz Connector Road would remain a construction zone and potentially restrict recreational use during the tank replacement. Director Dave Bell responded that the Connector Road is expected to reopen for recreational use once heavy equipment work is completed, anticipated by fall 2026, and potentially sooner. The water tank site is separate from the roadway, allowing the road to reopen independently of tank construction activities.

b. Finance

Director Wanda Matthews addressed Council and advised that her written report had been circulated in advance. She provided key highlights and noted a minor correction.

Audit Update:

- Director Wanda Matthews advised that an error was identified in the report regarding the interim audit timeline.
- The report referenced a meeting being scheduled with the Finance and Audit Committee; however, this meeting has not yet been scheduled due to short notice provided for the interim audit.
- Once the external auditor is onsite on Wednesday, staff will have a clearer understanding of the audit timeline and will ensure sufficient notice is provided before scheduling the committee meeting.

Financial Forecast:

- The Town is currently forecasting a surplus of approximately \$126,000, assuming no major year-end adjustments.
- Director Wanda Matthews expressed confidence in this projection, noting:
 - Only one month remains in the fiscal year;
 - Reduced likelihood of further snow-related costs;
 - Accounting records have been maintained on a quarterly basis.
- No significant year-end adjustments are anticipated at this time.

Sanitary Sewer – Quarter 3 Report:

- The Quarter 3 sanitary sewer report indicates a projected deficit of approximately \$128,000.
- Contributing factors include:
 - Lower-than-expected revenue due to reduced consumption; and
 - An estimated \$75,000 additional charge resulting from the Regional Sewer Contract, as regional costs are exceeding budget.
- Director Wanda Matthews noted that year-end financial statements are presented on a net basis across water operations, the general Town budget, and sanitary sewer operations.
- Staff remain hopeful that the combined result will be a net neutral position at year end.

Capital Projects:

- All capital projects are reported to be on target, with no significant changes from the previous reporting period.

Additional Financial Updates:

- A sanitary sewer update was provided, with no major issues to highlight.
- Tax accounts outstanding as of late February / early March stand at approximately 1.5% of total tax levy, an improvement from 2% in the previous month.
- Director Wanda Matthews indicated this downward trend is positive.

c. Planning and Development

Planning Advisory Committee:

- Director Darren Shupe reported that the Planning Advisory Committee is scheduled to hold its first meeting on March 25.

- The committee will have plan review as a standing agenda item, and staff expressed enthusiasm about beginning work with the new committee.

Staff Update:

- Council was advised that Alice Jebiwott has commenced her role as Climate Action Coordinator, having started the previous week.
- She is currently being integrated into the Planning and Development team.
- Her work will help inform the municipal plan review process, particularly with respect to environmental considerations.

Development Activity:

- For the month of February, the department issued five development permits, with a total construction value of just under \$800,000.
- The report also included:
 - Two subdivision applications; and
 - One new planning application.

Planning Application – Land Use By-Law Amendment:

- Director Darren Shupe highlighted a new application for a text amendment to the Land Use By-law.
- The proposed amendment would permit group classes of up to eight people in home-based businesses, which differs from current permissions.

Mayor Andrew Zebian asked for an update on a previously submitted residential development application on River Street, involving proposed apartment buildings near the police department. Director Darren Shupe responded the application remains open but on hold. The applicant has been reviewing the proposal internally. There has been limited communication from the applicant for some time, but the application has not been withdrawn.

Councillor Rob Baker requested clarification on the timing, location, and details of the public hearing related to the Large Lot Residential (R5) review, noted as scheduled for March 23. Director Darren Shupe responded that public hearings would occur prior to the Council meeting, at Town Hall. One hearing is scheduled for 4:30 p.m., with details posted on the Town's website. Members of the public interested in attending can find the full information online.

d. Parks and Recreation

Staffing Updates:

- Lucas Vanderaa has joined the team as Parks Project Facilitator. This is an eight-month position, primarily working with HWA.
- Tyler MacLeod, a student in the Acadia University Community Development Program, has joined the department for a nine-week placement and will assist with development of the 10-Year Recreation Plan.

- Spencer Grantwell has departed from the Town to pursue a new opportunity. Director Craig Langille acknowledged his contributions to the Parks Division and conveyed best wishes.

Winter Warm-Up Program:

- The Winter Warm-Up initiative was reported as a success.
- The Wellnify app functioned well overall; however, staff have identified areas for improvement and will work with the software provider to make adjustments.
- Director Craig Langille noted potential to integrate or align the program with June is Recreation Month to encourage increased physical activity within the community.

Spike Fund Update:

- Donations for the current year totaled approximately \$12,500, a significant increase compared to previous years.
- Approximately \$2,400 has been distributed back into the community to date.

With upcoming spring programs and a pilot June program, staff hope to see increased community applications to support participation in Parks and Recreation programs.

Mayor Andrew Zebian thanked Parks and Recreation staff for reopening the arena promptly following a recent incident and asked whether there was significant damage or primarily cleanup required. Director Craig Langille responded there was no major structural damage. The situation involved extensive cleanup and restoration, including removal of items from walls, cupboards, and cabinets. Staff focused on ensuring the facility was safe for public reopening.

Councillor Cathy Maxwell asked for an update on the pool deck paver repairs and whether a target completion date had been identified. Director Craig Langille responded that a confirmed date has not yet been set. Staff are aiming for completion toward the end of April, if possible.

Councillor Cathy Maxwell noted that arena salary costs were projected to exceed budget and asked for clarification. Director Craig Langille advised that the overage is primarily due to overtime, as the refrigeration plant requires monitoring seven days per week. Two staff members are currently completing training and certification for refrigeration operations. Once certified, staffing levels are expected to reduce overtime requirements going forward.

e. Kentville Police Service

Chief Marty Smith provided highlights from the January reporting period.

Call Volume:

- The Kentville Police Service responded to 328 calls in January, compared to 273 calls in the same month the previous year, representing a significant increase.

- Chief Marty Smith noted a typographical error in the report regarding the year reference but confirmed the comparison reflected an increase year-over-year.

Youth Programs:

- Police youth programming officially commenced with the swearing-in of seven cadets, ranging in age from 13 to 17.
- The cadets have completed multiple sessions and were reported to be highly engaged.
- Chief Marty Smith described the program as a positive and early success.

First Responders Wellness Symposium:

- Chief Marty Smith highlighted the work of Sergeant Kevin Pick and administrative staff member Jennifer Myers in organizing the First Responders Wellness Symposium.
- The 2026 symposium is scheduled for April 25 at the NSCC Kingstec campus.
- This is the fourth year of the event, which rotates locations and is offered at a low cost to first responders.

Operational Highlights:

- Approximately 35% of calls occurred in the downtown core.
- A flight from police incident resulted in five Criminal Code charges.
- Theft-related files increased during the reporting period.

Community Engagement and Navigation Program:

- The Community Engagement Sergeant continues to support youth and community initiatives.
- The Police Navigator completed her second full month, attending 18 agency meetings and recording 56 client interactions.
- Chief Marty Smith noted this is a new tracking metric and indicated that the number of calls diverted from sworn officers to the Navigator is likely higher than currently captured.

Investigative Section:

- The General Investigation Section executed seven search warrants, which resulted in:
 - Firearms seizures;
 - Three arrests; and
 - A major fraud investigation leading to five charges.

Financial Update:

- The Police Service is under budget overall, despite expectations.
- Criminal record check revenues are ahead of schedule, at approximately 88% of forecast.

Mayor Andrew Zebian requested data regarding police calls or visits associated specifically with the Open Arms shelter, noting that not all downtown calls are shelter-related. He expressed interest in more specific data to inform public discussion and comparisons with other communities. Chief Marty Smith agreed the data could be

helpful and advised that tracking shelter-specific call data could be discussed further at the next Police Commission meeting.

Councillor Cathy Maxwell asked about police overtime expenditures, noting that overtime was approximately \$6,000 over budget, and inquired whether this was related to sick leave or other staffing issues. Chief Marty Smith confirmed staffing levels are currently full and that overtime was largely attributable to:

- Workplace injury (WCB) claims that required temporary coverage;
- Increased sick leave, including seasonal illness;
- Special events such as Apple Blossom Festival and the Devil's Half Marathon, which are included within the overtime budget.

He noted that the overtime budget may be insufficiently estimated and advised that discussions are underway with the CAO regarding the development of a Town-wide attendance policy.

Councillor Cathy Maxwell asked for clarification on crime statistics tables, including the meaning of "not cleared" files and apparent discrepancies between reported incidents and charges laid. Chief Marty Smith explained that:

- "Not cleared" often reflects files still under investigation or awaiting system updates.
- Charges may be laid in subsequent reporting periods.
- Many provincial statute calls (e.g., mental health, family law, welfare checks) do not typically result in charges.

Acknowledged that the report represents a snapshot in time and may not reflect final outcomes.

Councillor Cathy Maxwell asked whether particular types of calls were driving increased downtown activity. Chief Marty Smith identified trespassing, shoplifting, and mental health calls as the most common recurring issues downtown.

Councillor Cathy Maxwell asked whether officers are observing intravenous drug use in public spaces. Chief Marty Smith said that officers do encounter drug-related activity, including:

- Calls for discarded needles;
- Occasional direct observations;

Noted that while concerns exist, the level observed is lower than in some other jurisdictions.

5. NEW BUSINESS

a. Recommended Sundry tax write off

Councillor John Andrew asked for clarification regarding the nature of the outstanding receivable, specifically what type of booking and space the charge related to.

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Staff advised that the outstanding amount related to an arena rental for an Apple Blossom concert. It was clarified that the booking was separate from the official Apple Blossom Festival and was an independent event that occurred approximately two years ago. Staff further advised that:

- A \$500 deposit was collected at the time of booking.
- The remaining balance has been outstanding on the Town's receivables for approximately two years.

Councillor John Andrew asked whether deposits are typically required for arena rentals and whether that practice was followed in this case. Asked whether the Town could pursue payment through the Apple Blossom Committee. Director Wanda Matthews and Staff confirmed that deposits are typically required, and that a deposit was received. Clarified that the event was not part of the Apple Blossom Festival proper, and therefore the outstanding amount was not the responsibility of the Apple Blossom Committee.

Councillor Cathy Maxwell expressed concern and disappointment that an individual or organization could rent a Town facility—particularly for an event where admission may have been charged—and fail to settle the full invoice. She emphasized the importance of ensuring the Town does not repeatedly face similar situations or have to write off unpaid facility rental fees. She voiced hope that stronger measures or controls are in place to prevent recurring outstanding receivables.

It was moved by Councillor John Andrew, seconded by Councillor Samantha Hamilton that Council approve writing off outstanding sundry accounts receivable, including interest, totaling \$1,963.60 related to customer account – Kevin Davison.

MOTION CARRIED

b. Fire Protection Services Act

CAO Chris McNeill advised that the province has introduced a new Fire Services Act, currently before the Nova Scotia Legislature. Council was informed that the legislation has undergone several revisions since its initial draft. Earlier provisions that would have made municipalities fully responsible for fire services, including the direct hiring of fire chiefs, have been removed from the current version.

However, the proposed legislation still includes several measures that may impact municipalities, including:

- Establishment of standards for firefighters across the province;
- Creation of regional fire training centres, details of which remain unclear;
- A requirement that all municipalities conduct an independent Fire Services Review to assess the competency and capacity of their fire protection services.

The CAO advised that:

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- The required Fire Services Review would be conducted by an external consultant and would represent a new and unbudgeted cost for the Town.
- With potentially 49 or more similar studies required across the province, there are concerns about limited consultant availability, which could increase costs.
- At this time, the Town does not know:
 - Whether the legislation will pass;
 - The required scope of the review; or
 - Whether the review would be required in the 2026–2027 fiscal year or could be deferred to 2027–2028.

The CAO noted that:

- The legislation primarily applies to municipal fire departments.
- The Kentville Volunteer Fire Department is a separately incorporated organization, meaning the regulations would not apply directly.
- The Town would still be responsible for ensuring an independent assessment is completed to confirm the fire service is capable of meeting community needs.

Additional requirements may include:

- Streamlined records management and data reporting to the province; and
- Participation in a provincial committee to help establish firefighter standards.

The CAO advised that if the legislation passes, expedited implementation by the province could occur as early as this summer or fall. While the overall impact is expected to be less significant than initially proposed, there will still be operational and financial implications for the Town and Fire Service.

Councillor Rob Baker asked for an estimate of the cost of the required Fire Services Review. CAO Chris McNeill estimated the cost to be in the range of \$30,000 to \$50,000, depending on:

- The level of detail required;
- The parameters set by the Province; and
- Potential economies of scale if multiple studies are undertaken provincially.

Councillor Cathy Maxwell asked whether any portion of the Fire Services Review cost could be shared with Kings County, given the collaborative nature of some fire service activities. CAO Chris McNeill advised that this has not yet been determined. Cost sharing will depend on the final scope and parameters of the study once defined by the province. Until those details are known, it is unclear whether the cost would be borne fully by the Town or shared.

c. OHS Policy Statement

It was moved by Councillor Samantha Hamilton, seconded by Councillor John Andrew, that Council approve the Occupational Health and Safety Policy Statement.

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MOTION CARRIED

d. Investment Advisory Services Contract Extension

It was moved by Councillor John Andrew, seconded by Councillor Cathy Maxwell, that Council approve a seven (7)-month extension of the investment advisory services agreement with TD Wealth, extending the term to October 31, 2026.

MOTION CARRIED

6. PUBLIC COMMENTS

There were no public comments.

It was moved by Councillor Cathy Maxwell, seconded by Councillor John Andrew, that Council move into closed session at 5:45 p.m.

MOTION CARRIED

7. 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

RETURN FROM CLOSED SESSION

It was moved by Councillor Rob Baker, seconded by Councillor Cathy Maxwell, that the meeting return from closed session at 6:04 p.m.

MOTION CARRIED

8. ADJOURNMENT

There being no further business, the meeting adjourned at 6:04 p.m.

Approval Date

Mayor Andrew Zebian

KENTVILLE POLICE

2025

YEARLY REPORT

PREPARED BY: CHIEF MARTIN SMITH
FOR: KENTVILLE POLICE BOARD OF COMMISSION
DATE: FEBRUARY 5, 2026



WWW.KENTVILLE.CA/POLICE

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EXECUTIVE SUMMARY

The Kentville Police Service is committed to building a safe community for our citizens through community partnerships, education and crime prevention, social development, excellence in service delivery, and professionalism.

Over the past year, the Kentville Police Service has been focusing on our strategic plan categories that we feel are vital to the growth of our service. The key objectives we have identified in our strategic plan are related to our mission/vision and values. Although there is a lot of work left, I am proud to say the staff and members have successfully implemented over 78% of our year 1 objectives.

Statistically, the Kentville Police Service responded to 3908 calls in 2025. The call volume over the last 2 years has increased by 24.3%. There has been an increase in the amount of calls associated to wellness checks, suspicious persons, loitering, mental health and liquor offences. We have been engaging with many community partners to focus on a solution to help with these additional calls.

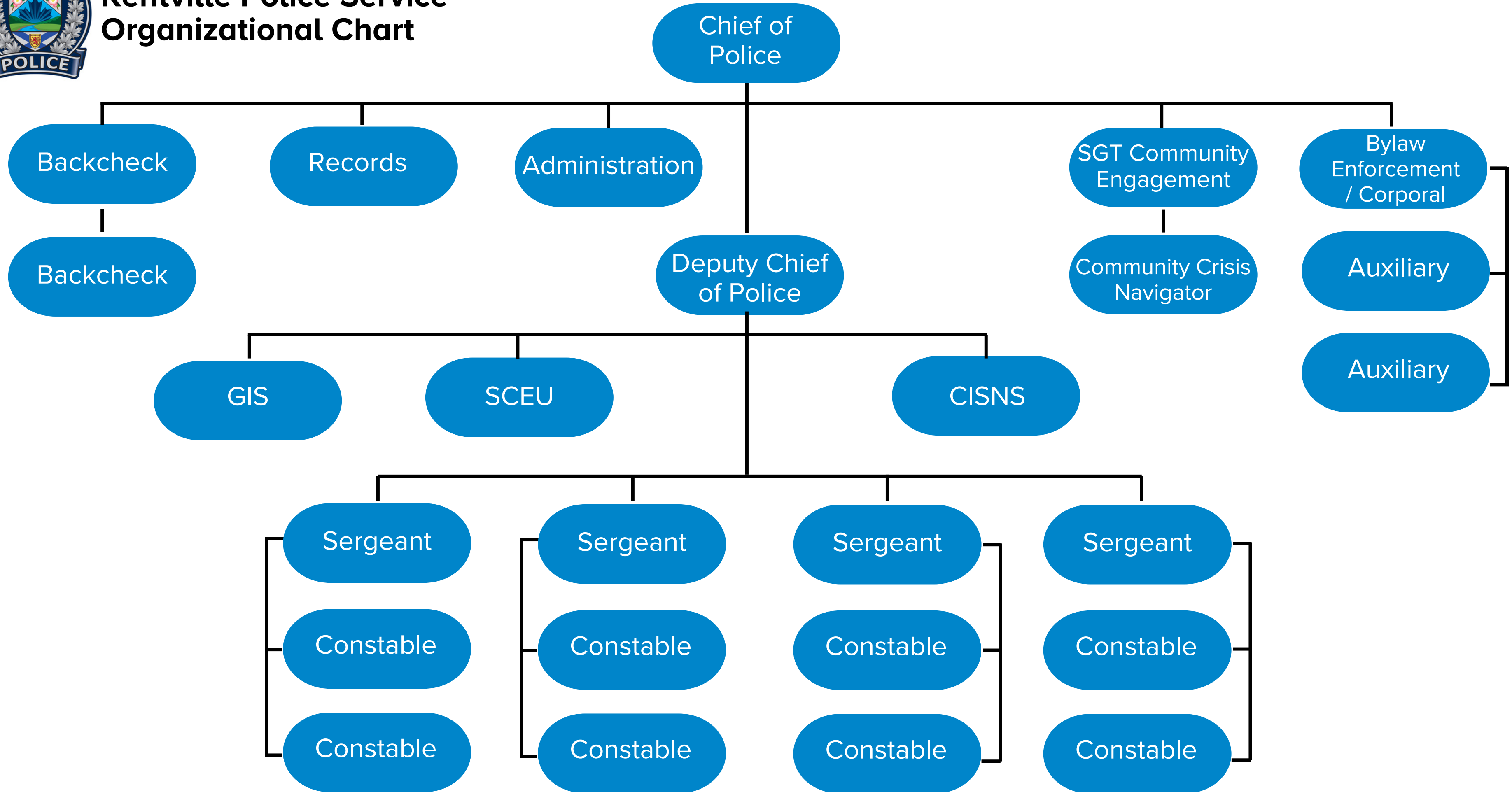
I would like to thank the Kentville Town Council, Board of Police Commission and community for their continued support.

Martin Smith
Chief of Police





Kentville Police Service Organizational Chart



STAFFING



Current compliment – 18 officers consisting of the following:

- 1 Chief
- 1 Deputy Chief
- 5 Sergeants
- 11 Constables
- 1 Bylaw Officer
- 4 Full-time admin/Backcheck
- 5 Part-time Backcheck
- 3 Auxiliary (volunteers)

The following is a summary of Human Resources work in 2025:

- 1 Constables left KPS and joined the RCMP
- Successfully completed our first Cadet Recruitment Program
- Court Administrator left KPS and joined the RCMP
- Office Manager took over the Court Administrator position
- Hired a new Officer Manager
- Hired a new Community Crisis Navigator

CALLS FOR SERVICE

Calls for service include unfounded and unsubstantiated Criminal Code, Federal & Provincial statutes.

YEAR	TOTAL CALLS
2021	3643
2022	3257
2023	3144
2024	3692
2025	3908

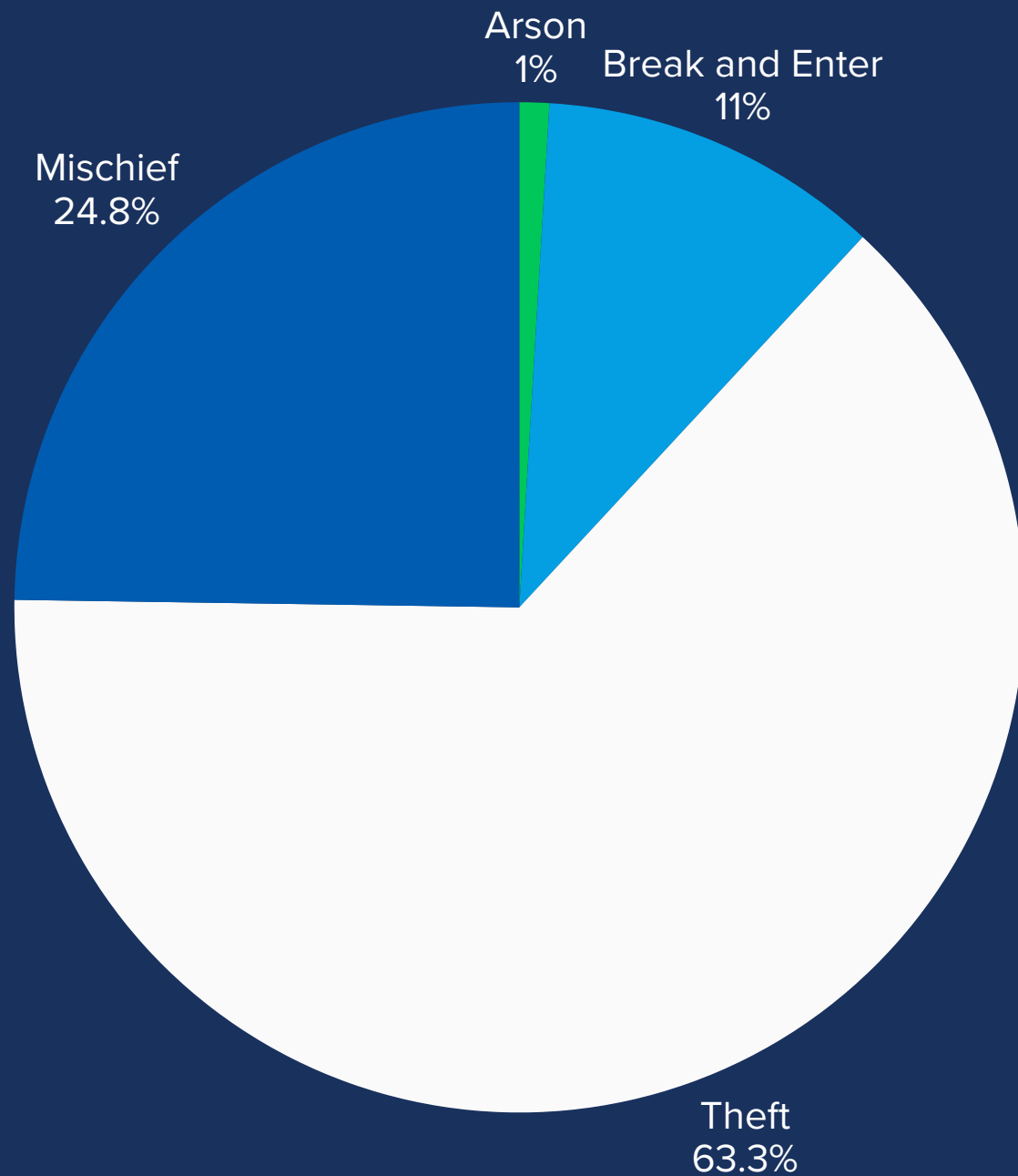
BREAKDOWN OF CALLS FOR SERVICE (BY TYPE)

● 2022 ● 2023 ● 2024 ● 2025

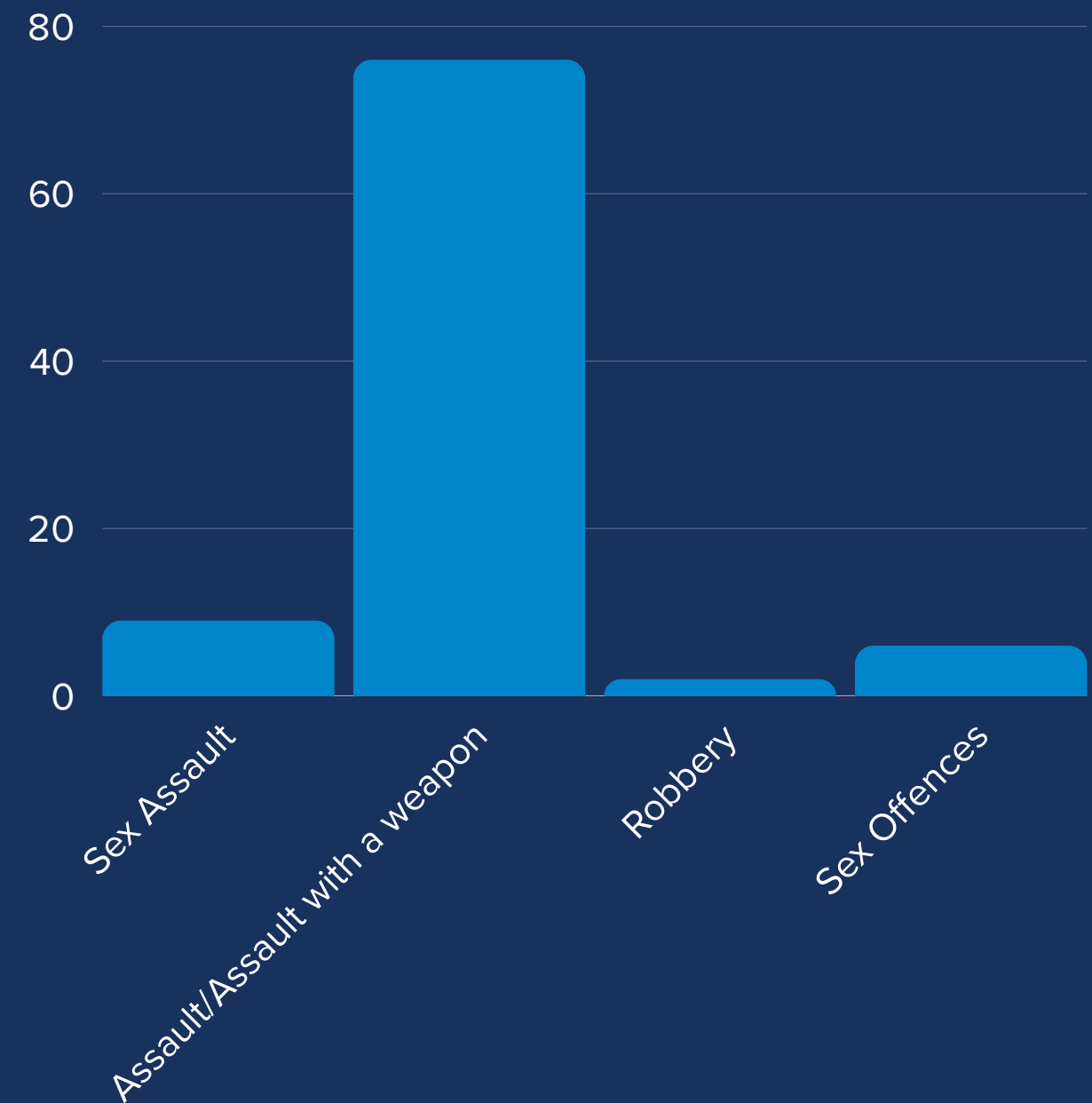


2025 BREAKDOWN OF PROPERTY CRIMES AND CRIMES AGAINST PERSONS (BY TYPE)

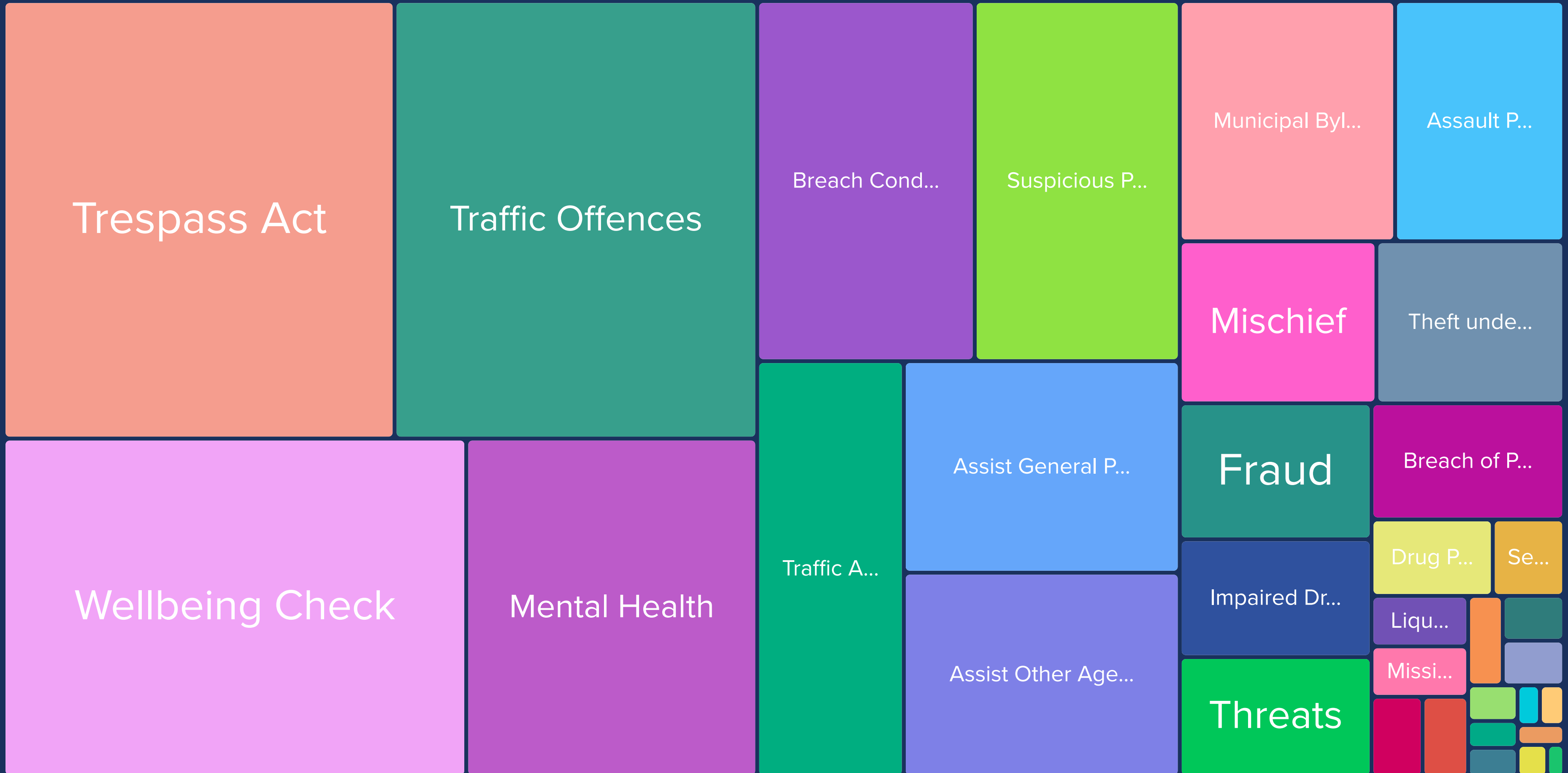
PROPERTY CRIMES



CRIMES AGAINST PERSONS



VISUAL REPRESENTATION – CALL FOR SERVICE – ALL CATEGORIES



INVESTIGATIVE SECTIONS

GIS



The GIS (General Investigative Services) officer is a full-time criminal investigator and is essential to the growth of investigative capacity in the KPS. It is also a vital role in mentoring other officers. This officer investigates such crime as serious assaults, sexual assaults, robberies and child pornography. They also assist in any major file that would be investigated on shift. This officer was the lead investigator on 57 files and assisted in 53 more with other officers. This resulted in 60 charges consisting of firearms offences, sex offences, drug offences, fraud offences and other Criminal Code charges.

SCEU

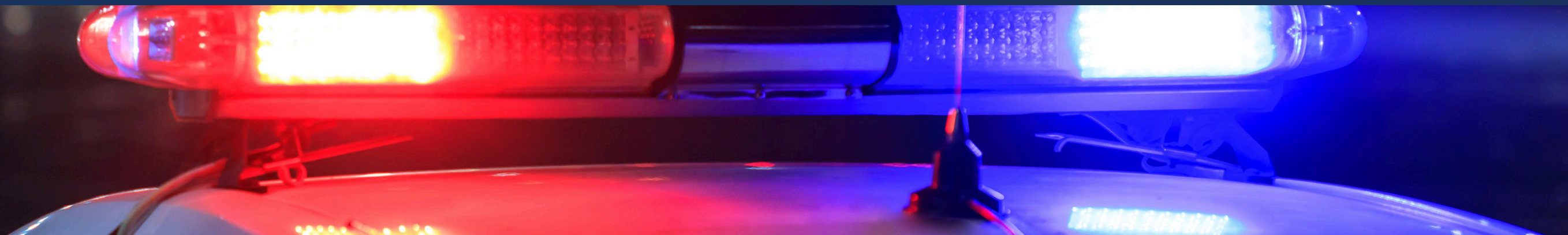


Our Additional Officer is assigned to work with the Kings County Integrated SCEU (Street Crime Enforcement Unit). Kentville is reimbursed \$100,000 from Department of Justice for this resource. The SCEU team consists of 1 KPS member and 2 RCMP members from New Minas. The unit works on files across Kings County including many drug and weapons related files. Based on staffing shortages in 2025, SCEU was only active for 10 months which resulted in 30 charges consisting of firearm offences, drug offences, and property crime offences.

CISNS



KPS has an officer seconded to the CISNS (Criminal Intelligence Service Nova Scotia) position. This is a fully funded position from the RCMP, and they work on files across the province deemed to be of significant intelligence purposes. CISNS works collaboratively with GIS and SCEU.





CES/CCN

This officer is responsible for coordinating community engagement opportunities, as well as attending a number of events. The officer is responsible for a training plan but is also the supervisor for the Community Crisis Navigator and participates in many aspects of the role. This officer sits on numerous committees and represents KPS.

**COMMUNITY
ENGAGEMENT
SERGEANT**



**COMMUNITY
CRISIS
NAVIGATOR**



The CCN works with the most vulnerable populations in Kenville and attempts to connect them with services based on need.

In 2025, the CCN received 47 referrals and had 217 interactions working with these clients. The CCN was vacant for approximately 6 months in 2025.



BYLAW

KPS has one full time bylaw officer. He works to enforce parking related violations in the downtown core. He also assists with various provincial regulations, as well as bylaw complaints such as unsightly premises or noise bylaws.

He has issued 549 tickets for parking infractions. There were also 502 warnings issued and 308 charges for other provincial statutes and bylaws . The bylaw officer also assisted KPS members on 103 calls throughout the year. S/Cst Wood spends on average 7 hours a day in the downtown core interacting with the public and he is an important part of our Community Policing Model.

TRAINING



Mandatory Training

Each year the province (Department of Justice) provides a list to the Chief of Police in the province, mandating certain topics be covered. For 2025 the list included pistols, carbines, CEW, vascular neck restraint, SBOR/NUFF/Legal Articulation, batons and high risk traffic stops. This is based off the recently developed 3-year plan of recommendations from the Use of Force Working Group. This working group consists of use of force instructors from nine out of the ten municipal police services.

In 2025, KPS completed the training as mandated by the province and also included Immediate Action/Rapid Deployment (IARD) training as well. This consisted of over 900 training hours.

Functional/Instructor Training

Functional training is key for developing members with the proper skillsets to allow them to do their job at the highest level. Also, being a small organization, having the ability to have Instructors within KPS allows us to train more efficiently and effectively. With an increase in our Training Budget since 2023, we had the opportunity to offer over 20 different courses to our staff. These additional courses gave our staff almost 1300hrs in additional training. In 2025 we had in total over 2200 hours in training.

AUXILIARY PROGRAM

In early 2000, the Kentville Police Service started an Auxiliary Program. This program was designed to give the community members an opportunity to donate their time to a program that is designed to enhance community-based policing. The Auxiliary program also gave citizens that may have an interest in a policing career, the opportunity to gain knowledge and experience.

In 2025 the 3 Auxiliary members donated a total of 401hrs to the Kentville Police Service and the Town of Kentville.



POLICING STANDARDS

In September 2024 the Department of Justice released the province wide rollout and implementation of 39 policing standards with one year audit/implementation phase. The 39 standards fall into one of the following 5 categories: Use of Force, Records and Records Management, Police Service, Police Investigations and Emergency Management.

In 2024/25, the Kentville Police Service embarked on a comprehensive initiative to review, update, and implement policies that align with the 39 newly released policing standards. This strategic move was driven by a commitment to enhance public safety, increase transparency, and ensure that the community's needs are met with the highest level of professionalism and accountability. In August 2025 the Kentville Police Service successfully implemented over 60 policies that reflect these standards.



STRATEGIC PLAN

In the Fall of 2024, the Kentville Police Service (KPS) embarked on an ambitious journey to implement a comprehensive 5-year strategic plan. This plan was designed to enhance the effectiveness, efficiency, and community engagement of the police service.

The Kentville Board of Police Commission received updates in March and September regarding the progress of the strategic plan. We are pleased to report that KPS has successfully completed 78% of the objectives outlined for the first year. This marks a significant achievement and demonstrates the dedication and hard work of the entire KPS team.



OUR CAPITAL PROJECTS IN 2025



Project 01

Replaced PC310 and converted the old PC310 into PC315 admin/operational vehicle



Project 03

PROS/PAT/GPS in all vehicles – ongoing



Project 02

Body armour
Issued level 2 and 3 body armour to members



Project 04

Pistols



Project 05

Evidence Drying Chambers

WELLNESS INITIATIVES

In 2024, the Kentville Police Service took a significant step towards enhancing the well-being of its staff by successfully applying for the Municipal Wellness Program grant. The primary goals associated with this funding were to elevate the overall well-being of our team members and to foster a stronger workplace community. The strategic implementation of monthly activities focused on physical, mental, and social health has been pivotal in building resilience and overall wellness. This initiative also aimed at cultivating a more supportive and cohesive workplace culture.

This program was such a huge success in 2024 we brought it back in 2025.



COMMUNITY ENGAGEMENT

The motto for the staff of the Kentville Police Service is “Committed to the Community”. This is a commitment that the staff of the Kentville Police Service pride themselves on. We believe that policing is much more than responding to calls, solving crimes, and issuing tickets. Our staff believe that being involved in the community, working with local organizations, attending events, and engaging with the public gives us the ability to do our job even better. Our staff go above and beyond when it comes to community engagement, and it is evident that it has a positive impact.









AWARDS/RECOGNITION



Cst Eric Macdonald
MADD Award Recognition for
Impaired Drivers



Cst Manny Reehal
APA Graduate



Sgt David MacDonald
Police Exemplary Service
Medal (20 years)



Cheryll Illsley's
Retirement



Sgt Mike Goss
Provincial Long Service
Award (25 years)



Cst Nicole Cleaves
Provincial Long Service
Award (15 years)



Sgt Trevor MacNeil
Police Exemplary Service
Bar (30 years)



Sgt Kevin Lutz (Ret'd)
Police Long Service
Award (25 years)



Sgt Chris Burke
MADD Award Recognition for
Impaired Drivers

THANK YOU

www.kentville.ca/police

msmith@kentvillepolice.ca

Proposed Budget 2026/27



PRESENTED TO

BoPC

PRESENTED BY

Chief Marty Smith

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KPS BACKGROUND



The Kentville Police Service was established in 1887 when Kentville's first Police Chief was appointed, Chief Robert Barry. In 1894 they hired a second member, Constable John Brown. By 1981 the Kentville Police Service had grown to 12 members serving a little over 5000 people in the Town of Kentville.

In 2025 the Kentville Police Service has 18 members including positions in General Investigation Section, Street Crime Enforcement Unit, Criminal investigations Services Nova Scotia, a Community Engagement Sergeant, and a Community Crisis Navigator. The Kentville Police Service serves approximately 7,589 as of 2025 census. KPS also has 1 By Law Officer, 4 full-time Admin staff, 5 part-time Admin staff and 3 Auxiliary Constables. The Kentville Police Service has offered a community-based, proactive policing style for many years.



Strategic Priorities

5-Year Strategic Plan for Kentville Police Service

In response to the challenges faced by the Kentville Police Service (KPS), including recruitment and retention issues, we have developed a comprehensive 5-year strategic plan. This plan was crafted collaboratively with the Kentville Board of Police Commissioners (BoPC) to ensure an effective approach to addressing our current and future needs.



MISSION

To be recognized by our members, community and peers as being an innovative, professional, and a dedicated community police service. We will accomplish this by applying a community policing model where we encourage interactive partnerships between the Kentville Police Service, our officers and staff, and the people we serve.



VISION

The Kentville Police Service is committed to building a safe community for our citizens through community partnerships, education and crime prevention, social development, excellence in service delivery, and professionalism. We will respect and protect the rights of all people. We will treat all people fairly, impartially and with concern and compassion to reduce crime within our community.

As we prepared the operational budget for 2026/2027 we took into consideration the strategic priorities that we have developed in partnership with KPS staff and the Kentville BoPC.



Town Of Kentville Growth

The Town of Kentville has gone through substantial development growth in the last few years and based on discussions being held at Council, the growth is expected to continue to rise. According to Statistics Canada the population in Kentville has grown 17 percent from 2017-2025.

Kentville is also home to several essential services that draw many people to the Town of Kentville for these services. These services include Department of Community Services, Open Arms, The Portal, Kings County Family Resource Centre, Chrysalis House, Valley Regional Hospital and a tiny village community with 20 pallet homes.

With this ever-changing growth and development in Kentville, KPS must plan accordingly for this growth and the potential stressors it will place on our staff. KPS has always been a community based, proactive police service and being prepared to respond and provide the service that the Town of Kentville has grown to expect and deserve.

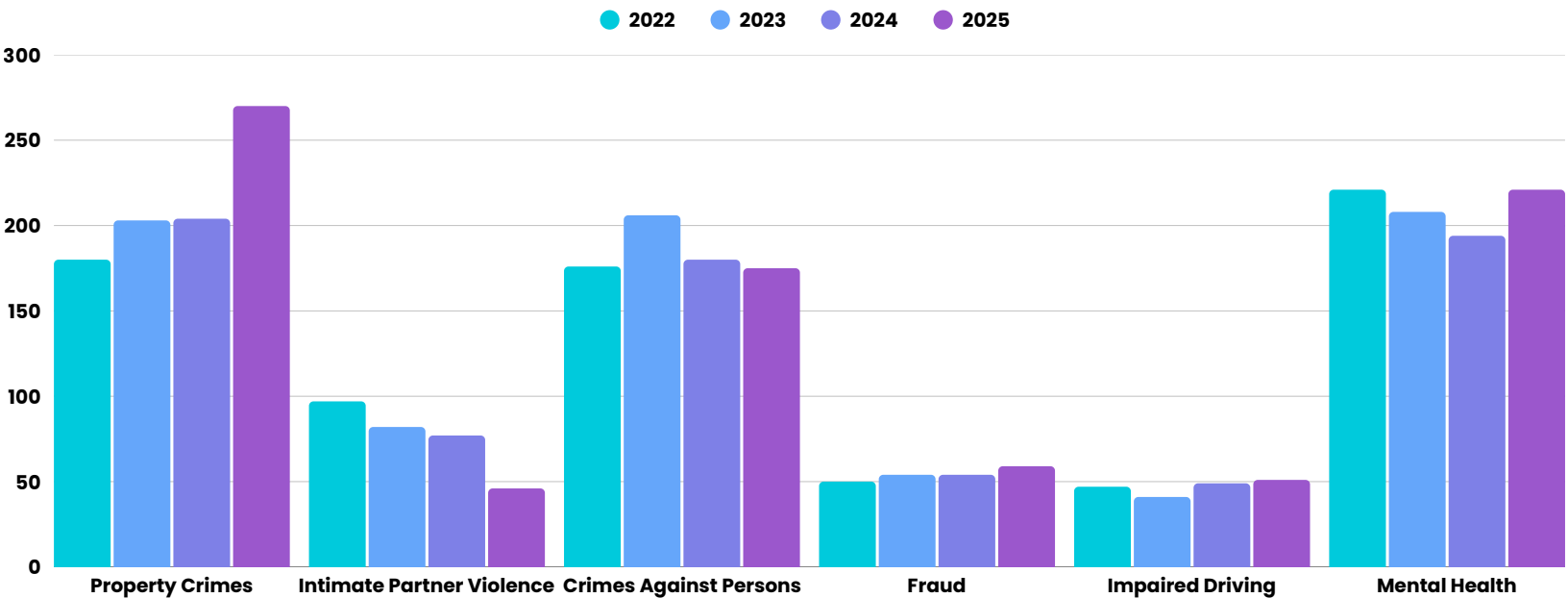


Calls for Service

In recent years, KPS has experienced a significant increase in calls for service. This trend has been particularly noticeable over the last three years, culminating in 2025 with a total of 3,908 calls. This represents a 24% increase compared to the figures from two years prior.

The 24% increase in call volume over the last two years highlights the evolving demands placed upon KPS. By analyzing the specific areas contributing to this rise, strategies are developed to effectively manage and respond to community needs, ensuring safety and support for all residents.

BREAKDOWN OF CALLS FOR SERVICE (BY TYPE)



Recruitment and Retention

Improving Recruitment and Retention at Kentville Police Service

Current Challenges

The Kentville Police Service (KPS) is facing significant challenges related to recruitment and retention. This issue is not unique to KPS and is observed across the country in various policing agencies. The demanding nature of police work, coupled with potential negative impacts such as PTSD, contributes to the declining number of applicants.

Staffing Trends and Initiatives

The Kentville Board of Police Commission and the Town Council have been very supportive of the Kentville Police Service. In 2025 the Kentville Police Service transitioned into the NSPSSP defined benefit plan. This move, along with competitive salaries, aims to mitigate recruitment and retention challenges faced over the past 5 to 7 years.

Proactive Recruitment Approach

In 2025, the Kentville Police Service implemented a cadet recruitment strategy that proved to be very effective. In the fall of 2025, a five-year member made a lateral transfer to the RCMP. This could have posed a challenge to our staffing stability. However, thanks to our proactive recruitment strategy, we had anticipated such possibilities by hiring one person over our existing complement. This preemptive measure allowed us to fill the void created by the transfer immediately, ensuring that the quality of service to the community remained uninterrupted.

Following the success of this strategic initiative, the Kentville Police Service approached the Town of Kentville with a proposal to continue employing the same recruitment strategy. Recognizing the importance of maintaining a robust and prepared police service, an application was submitted to the Atlantic Police Academy to secure seats for the cadet classes of July 2026 and July 2027. This step is crucial to filling any future voids that may arise within the force.



Proposed Budget for 2026/27

The financial information contained in this section relates to the proposed 2026/27 operating budget for the Kentville Police Service.

The Kentville Police Service operating budget is prepared annually by the Chief of Police for the Kentville BoPC in accordance with the Nova Scotia Police Act. Once the budget has been ratified by the Kentville BoPC, it is then presented to Kentville Town Council for approval.

In 2025/26 the Kentville Police Service was approved an operating budget of \$3,756,404

The chart below outlines the expenditures and revenue contained within the 2025/26 budget and how they compare to the 2026/27 budget.

Expenditures:

- Compensation and benefits: these are fixed costs that KPS must pay based on collective agreements with our union members and employment contracts with our civilian staff. These costs will increase based on yearly wage increases and the collective agreement for APA Local 107.
- Non-compensation operating expenses: This includes items such as vehicle/building maintenance, gas, heating, insurance, and office supplies. These are items that are also fixed but without them, the Kentville Police Service would not be able to operate.

Revenues: these include revenue that is generated from provincial grants, criminal record checks, backcheck services and SOT's.

The proposed 2026/27 budget for KPS would be \$3,906,802



Budget Comparison

2025/26-2026/27

Items	25/26 Budget	% Total EXPS	26/27 Budget	% Total EXPS	\$ Change	% Change
Compensation & Benefits	\$3,096,682	83%	\$3,218,113	82%	\$121,431	3.9%
Non-Compensation Operating Expenses	\$659,722	17%	\$688,689	18%	\$28,967	4.4%
Total Expenditures	\$3,756,404	100%	\$3,906,802	100%	\$150,398	4%
Revenues	\$517,650	(14%)	\$526,000	(13.5%)		
Net Total	\$3,238,754		\$3,380,802			



Conclusion

Proposed Operating Budget for Kentville Police Service (2026/27)

The proposed operating budget for the Kentville Police Service for the fiscal year 2026/27 is set at \$3,906,802. This represents an increase of \$150,398 from the previous year.

Breakdown of Budget Increase

- Salaries and Benefits: A significant portion of this budget increase is tied to fixed costs, primarily due to collective agreements for salaries and benefits. This includes wage increases for members of the APA Union.
- Operational Costs: Other fixed costs are necessary to maintain the essential operations of the police service. These include expenses related to the building, vehicles, dispatch, lock-up facilities, and other operational necessities.

Commitment to Community-Based Policing

The Kentville Police Service takes immense pride in its longstanding tradition of being a community-based, proactive police service. Despite the challenges in police recruiting and retention over the past five years, we remain committed to serving and protecting our community with dedication and integrity.

Acknowledgments

The staff of the Kentville Police Service would like to extend our heartfelt gratitude to the Kentville Board of Police Commissioners (BoPC) and the Kentville Town Council. Their hard work, dedication, and unwavering support have been invaluable in helping us achieve our goals and serve the community effectively. We appreciate your time and consideration in reviewing our proposed budget for 2026/27. Thank you.



Occurrence Stats (All Violations)

Violation group - Unknown				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 9999 Cancellation of Occurrence	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Traffic Offences - Traffic Accidents

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0030 Traffic Collision(s) - Property Damage - Reportable	9	0	9	1	0	11.1%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	4	0	4	0	0	0.0%
	13	0	13	1	0	7.7%

Violation group - Traffic Offences - Provincial Traffic Offences

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	1	0	1	1	0	100.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	1	0	1	0	1	100.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	3	0	3	2	0	66.7%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	1	0	1	1	0	100.0%
9900 0060 Parking Offences (Provincial/Territorial)	2	0	2	0	0	0.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	13	0	13	9	1	76.9%
9900 0090 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	1	0	1	0	0	0.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	2	0	2	2	0	100.0%
	24	0	24	15	2	70.8%

Violation group - Traffic Offences - Other Traffic Related Duties

Violation group - Traffic Offences - Other Traffic Related Duties				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9960 0020 Checkstop	5	0	5	0	0	0.0%
	5	0	5	0	0	0.0%

Violation group - Traffic Offences - Municipal By-laws

Violation group - Traffic Offences - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9950 0010 Municipal Bylaws - Traffic	3	0	3	0	0	0.0%
	3	0	3	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance		
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	5	0	5	0	0	0.0%
8840 0311 Fire Prevention Act - Other Activities	1	0	1	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	17	0	17	0	0	0.0%
8840 0341 911 Act - Other Activities	14	0	14	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	28	0	28	0	0	0.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	8	0	8	0	0	0.0%
	73	0	73	0	0	0.0%
Violation group - Provincial Statutes - Municipal By-laws	Reported	Unfounded	Actual	Clearance		
9955 0010 Municipal Bylaws - Other	4	0	4	0	0	0.0%
	4	0	4	0	0	0.0%
Violation group - Other Criminal Code - Other Criminal Code	Reported	Unfounded	Actual	Clearance		
3410 0050 Failure to comply with undertaking	1	0	1	1	0	100.0%
3410 0060 Failure to comply with order	3	1	2	2	1	150.0%
3430 0010 Disturbing the peace/Causing a disturbance	4	1	3	0	1	33.3%
3470 0010 Resists/obstructs peace officer	1	0	1	1	0	100.0%
3510 0020 Failure to attend court or surrender	1	0	1	0	1	100.0%
3520 0010 Fail to comply probation order	4	0	4	2	1	75.0%
	14	2	12	6	4	83.3%

Occurrence Stats (All Violations)

Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3375 0055 Unauthorized possession of a firearm/prohibited weapon or restricted weapon	1	1	0	0	0	0.0%
	1	1	0	0	0	0.0%
Violation group - Other Criminal Code - Offences Against Morals				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3455 0060 Child Pornography - Possession	0	0	0	1	0	0.0%
3456 0010 Child Pornography - Transmits, makes available, distributes or sells	0	0	0	1	0	0.0%
	0	0	0	2	0	0.0%
Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3057 Prisoners Held	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1626 0040 Harassing communications	2	0	2	0	0	0.0%
1627 0010 Uttering threats against a person	5	1	4	1	1	50.0%
	7	1	6	1	1	33.3%
Violation group - Crimes Against the Person - Offences Related to Death				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1630 0010 Mischief - causing danger to life	1	1	0	0	0	0.0%
	1	1	0	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Kidnapping/Hostage/Abduction	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
1516 0010 Forcible confinement	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1430 0010 Assault	5	1	4	1	0	25.0%
	5	1	4	1	0	25.0%
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	2	0	2	1	0	50.0%
2143 0010 Theft under or equal to \$5000 - Shoplifting	4	0	4	2	1	75.0%
	6	0	6	3	1	66.7%
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2135 0101 Theft of truck	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2153 0010 Possession of property obtained by crime over \$5000	1	0	1	1	0	100.0%
2156 0010 Possession of property obtained by crime less than or equal \$5000	1	0	1	1	0	100.0%
	2	0	2	2	0	100.0%
Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	4	0	4	2	0	50.0%
2170 0100 Mischief - Obstruct enjoyment of property	2	0	2	1	0	50.0%
	6	0	6	3	0	50.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$5000	4	1	3	0	0	0.0%
	4	1	3	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8500 0110 Offender Management	1	0	1	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	11	0	11	0	0	0.0%
8550 0040 Animal Calls	1	0	1	0	0	0.0%
8550 0050 False Alarms	12	0	12	0	0	0.0%
8550 0060 Items Lost/Found - except passports	5	0	5	0	0	0.0%
8550 0080 Person Reported Missing	1	0	1	0	0	0.0%
8550 0140 Breach of Peace	10	0	10	0	0	0.0%
	41	0	41	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8546 0010 Assist General Public	20	0	20	0	0	0.0%
8550 0190 Wellbeing Check	13	0	13	0	0	0.0%
	33	0	33	0	0	0.0%
Violation group - C&E - Excise Act				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6400 0031 Excise Act, 2001 - Possession Unstamped Tobacco Products - Offences Only	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Totals	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	250	7	243	37	8	18.5%

Feb 2026



ADMINISTRATION	2025	2026
SOT's	33	43
Foot Patrol	145	158
Criminal Code Charges	20	44
Calls for Service	250	253

HIGHLIGHTS/INITIATIVES:

- Members volunteered at Lion's Club monthly Fundraiser
- Municipal Wellness Program-Staff Curling

PATROL:

- 28% of the calls were in the downtown core dealing with suspicious persons/trespassing/wellbeing checks and mental health calls.
- Increase this month with 44 Criminal Code charges including 4 impaired, several breach of court orders, 3 uttering threats, 4 assault Police Officer to name a few

TRAINING:

- 120 hours of training
- PROS training
- DRE- Drug Recognition Expert
- Annual Intox EC/IR Certification

BY-LAW

- 98 hours Foot Patrol
- 51 parking Tickets
- 49 Warning tickets
- 15 smoking infractions
- 7 Assist KPS with calls
- 2 Municipal By-Law investigations

Feb 2026



COMMUNITY ENGAGEMENT SERGEANT:

- Assisted Navigator with a high-risk client that was admitted
- CAP Meeting
- King's Senior Safety Meeting
- Schedule mandatory training-pistol/use of force
- Youth Group - Notebook writing and use of force training
- Ordered kit for the Youth Group
- Assisted with shift

COMMUNITY CRISIS NAVIGATOR:

- 25 Agency Meetings - Open Arms Outreach, The Women's Place, CAP, Circle NS, Portal Youth, Project H.O.P.E, Coordinated Access
- 4 Community Presence/Involvement - Attended the Library on several occasions to see if anyone needed support, Walked through Centre Square Mall, Several foot patrols in the downtown core speaking with clients and assisting with any needs required.
- 14 Referrals Received - 11 internal, 3 external
- 65 Client Interactions
- 15 Calls deferred to CCN allowing members to focus on other matters

INVESTIGATIVE SECTIONS:

GENERAL INVESTIGATIVE SECTION

- 6 active investigations
- 3 Search Warrants/Production Orders executed
- Hate Crime Investigation resulting in 3 charges
- Assistance provided to Patrol for file involving serious injury collision file.

STREET CRIME ENFORCEMENT UNIT

- 2 active investigations
- 2 search warrants executed
- Search warrant resulted in stolen vehicle recovered
- Another search warrant resulted in stolen vehicle, drugs and charges resulting in possession of stolen property over \$5,000

CRIMINAL INTELLIGENCE SERVICE NOVA SCOTIA

- Conducted a lot of surveillance on a file in the City
- Met with Kings/KPS/Windsor members to see if they required any assistance and discussed cultivating sources
- Site visit in Yarmouth
- Assisted KPS with surveillance



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

Preliminary YTD February 2026		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Remuneration					
122-11-011	Remuneration- Administration	478,599	418,818	87.5%	-12.5%
122-11-012	Remuneration- Sergeant	595,576	533,248	89.5%	-10.5%
122-11-013	Remuneration-Constable	1,038,434	910,661	87.7%	-12.3%
122-11-014	Stat pay	50,000	57,924	115.8%	15.8%
122-11-015	Overtime-Sergeant	18,385	18,569	101.0%	1.0%
122-11-016	Overtime-Constable	47,134	72,060	152.9%	52.9%
122-11-017	Secondment	105,379	104,266	98.9%	-1.1%
122-11-019	Special event overtime- S & C	12,000	12,909	107.6%	7.6%
		2,345,507	2,128,454	90.7%	-9.3%
Benefits 122-12-02X		478,240	407,558	85.2%	-14.8%
Internal Allocation 122-13-010		10,012	-	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	400	33.3%	-66.7%
122-14-034	Meeting-Commission	5,000	1,776	35.5%	-64.5%
122-14-036	Director's expense	7,500	6,949	92.7%	-7.3%
122-14-037	Inspector's expense	4,000	2,947	73.7%	-26.3%
122-14-039	Training	30,000	15,609	52.0%	-48.0%
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	17,894	99.4%	-0.6%
122-14-048	Telephone	30,000	23,166	77.2%	-22.8%
122-14-051	Equipment rental	5,000	4,060	81.2%	-18.8%
122-14-058	Other expense	5,600	4,289	76.6%	-23.4%
		165,039	135,144	81.9%	-18.1%
Occupancy-Police Building					
122-15-011	Custodial	10,000	7,797	78.0%	-22.0%
122-15-042	Insurance	3,325	3,325	100.0%	0.0%
122-15-060	Heat	7,000	4,967	71.0%	-29.0%
122-15-061	Electricity	13,500	15,325	113.5%	13.5%
122-15-062	Water/sewer	2,400	2,038	84.9%	-15.1%
122-15-068	Maintenance- Other costs	24,700	27,872	112.8%	12.8%
		60,925	61,325	100.7%	0.7%
Operations-Communication					
122-16-048	Communications	120,000	129,896	108.2%	8.2%
122-16-051	Radio license	2,000	859	42.9%	-57.1%
122-16-053	Maintenance	1,500	537	35.8%	-64.2%
		123,500	131,292	106.3%	6.3%
Operations-Technology (122-16-148)		60,500	33,261	55.0%	-45.0%
Operations-Vehicle					
122-17-042	Insurance	20,626	20,626	100.0%	0.0%
122-17-070	Gasoline	47,000	35,519	75.6%	-24.4%
122-17-071	Operations & maintenance	25,000	19,182	76.7%	-23.3%
		92,626	75,327	81.3%	-18.7%



TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION

Preliminary YTD February 2026

	2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Programmes				
122-18-080 Special projects	22,000	5,000	22.7%	-77.3%
122-18-082 Crime prevention/community relations	4,000	2,369	59.2%	-40.8%
122-18-085 Custody and detention of prisoners	50,000	33,381	66.8%	-33.2%
122-18-086 KPS Youth Program	-	-	-	-
	76,000	40,750	53.6%	-46.4%
TOTAL POLICE PROTECTION EXPENDITURE	3,412,349	3,013,110	88.3%	-11.7%
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	130,557	101,113	77.4%	-22.6%
Fines and fees- Province	30,000	70,032	233.4%	133.4%
Police Miscellaneous	500	17,030	3406.0%	3306.0%
TOTAL POLICE PROTECTION REVENUE	161,057	188,175	116.8%	16.8%
NET POLICE PROTECTION EXPENDITURE	3,251,292	2,824,935	86.9%	-13.1%
SALES OF SERVICE REVENUE				
Sales of service- Police	517,650	456,753	88.2%	-11.8%
LESS: SALES OF SERVICE EXPENDITURE				
Remuneration	165,909	124,063	74.8%	-25.2%
Benefits	27,747	19,855	71.6%	-28.4%
TOTAL SALES OF SERVICE EXPENDITURE	193,656	143,919	74.3%	-25.7%
NET SALES OF SERVICES REVENUE (EXCESS REVENUE OVER EXPENDITURE)	323,994	312,834	96.6%	-3.4%
LAW ENFORCEMENT				
Provincial Mandatory				
122-22-200 Transfers to Correctional Services	-	-	-	-
Other				
122-31-080 Prosecution	12,000	10,388	86.6%	-13.4%
122-31-082 Legal	10,000	33,478	334.8%	234.8%
122-31-084 Other-Crossing guards	31,396	24,183	77.0%	-23.0%
122-31-085 Parking/By law enforcement officer	70,394	63,482	90.2%	-9.8%
122-31-086 Benefits	19,489	17,104	87.8%	-12.2%
122-31-088 Other-Grant	5,000	5,000	100.0%	0.0%
	148,279	153,635	103.6%	3.6%
TOTAL LAW ENFORCEMENT EXPENDITURE	148,279	153,635	103.6%	3.6%
LESS: LAW ENFORCEMENT REVENUE				
Taxi Licenses	2,600	1,095	42.1%	-57.9%
Parking Tickets	11,000	9,915	90.1%	-9.9%
TOTAL LAW ENFORCEMENT REVENUE	13,600	11,010	81.0%	-19.0%
NET LAW ENFORCEMENT EXPENDITURE	134,679	142,625	105.9%	5.9%



March 11, 2026

Paula Huntley
Chair, Board of Police Commissioners
Town of Kentville

Dear Chair Huntley,

On behalf of Kentville Town Council, and following recent discussions with the Province, the Town is seeking data that will help us better understand and respond to the challenges currently being experienced in downtown Kentville.

To support this work, we would appreciate any statistics the Commission is able to provide on the following:

- 1. Calls for Service – Open Arms Shelter**
The number of calls for service related to **Open Arms Shelter on Bridge Street**. If possible, please provide data from **2024 to the present**, or at minimum the last full year.
- 2. Downtown Calls Related to Mental Health / Addiction**
The number of calls for service in **downtown Kentville** related to **mental health and/or drug addiction**, broken down year over year (**2024 and 2025 if available**). Any available data on the **time and resources spent responding to mental health and addiction-related calls**, either monthly or annually, would also be helpful.
- 3. Police Time and Resources – Open Arms Calls**
If possible, please provide an estimate of the **time spent responding specifically to calls originating from or related to Open Arms Shelter**.
- 4. Repeat Calls or Transport to Hospital**
If available, any information on **repeat calls involving the same individuals**, or **calls resulting in transport to hospital or wellness checks**, would also be helpful.

The goal of gathering this information is to better understand the **resource impact and associated costs for the Town**, as we continue discussions with the Province regarding appropriate supports and responses. Having reliable local data will help ensure those discussions are informed by the realities being experienced in our community.



Similar data has recently been compiled by the **Bridgewater Police Service**, and having comparable information for Kentville would be extremely helpful.

I would also ask that this request be **added to the agenda for the Board of Police Commissioners meeting scheduled for March 19, 2026**, so that the Commission may discuss it and determine what information can be compiled and provided.

If possible, receiving this information in advance of upcoming discussions with the Province would be greatly appreciated.

Thank you for your continued service to our community.

Sincerely,

A handwritten signature in black ink, appearing to be the name "Andrew Zebian".

Andrew Zebian
Mayor, Town of Kentville

cc: Chief Marty Smith
Kentville Town Council
CAO McNeill



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

Kentville

Martin Smith
Chief of Police

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

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

Website
<http://www.kentvillepolice.ca>

March 12, 2026

Mayor Andrew Zebian
Town of Kentville Council

Mayor Zebian and Council,

I am responding to a letter dated March 11th, 2026 requesting the resource impact and associated cost for the Town in relation to calls for service attending Open Arms Shelter, mental health and addictions in the downtown core and repeat calls or transport to the Hospital.

Most of these statistics are provided to the Board of Police Commission monthly and we have provided similar statistics to the Department of Justice in 2025.

The following are responses to the requested data:

1. **Calls for Service-Open Arms Shelter**-in 2024 we responded to 107 calls to 32 Bridge Street and in 2025 we responded to 201 calls. The calls mostly consist of assistance, breach of peace, mental health related, trespass and wellbeing checks.
2. **Downtown Calls Related to Mental Health/Addiction**-Calls in our downtown area fall under many categories within our RMS that would encompass mental health and addictions. The calls I am reporting on our wellbeing, trespassing, theft, suspicious person, mischief, mental health, LCA, fail to comply with orders, disturbing the peace, assaults and assistance calls. In 2024 we received a total of 543 calls and in 2025 we received a total of 713 calls.
3. **Police Time and Resources-Open Arms Calls**-This isn't tracked and can't be extracted from our RMS. Calls could range from 10 minutes dealing with an unwanted person or it could take 2-3 hours if the person is dealing with a crisis and arrested under the IPTA (Involuntary Psychiatric

COMMITTED TO THE COMMUNITY

Treatment Act) and taken to Valley Regional Hospital for assessment

4. **Repeat Calls or Transports to Hospital**-In 2024 we responded to 112 calls which were coded Mental Health Act or wellbeing check and in 2025 this number was 202. These calls typically deal with a lot of the same individuals and some of them involve a visit to Valley Regional Hospital for assessment. If we must escort someone to the Hospital for assessment, resources are typically tied up for 2-3 hours.

Another statistic we have been providing the Board of Police Commission since 2025 is the percentage of our calls that deal with individuals who live in Kentville, outside of Kentville or are unhoused. In 2025 we responded to 3908 calls for service. Of those 3908 calls, 26% of those calls were with individuals that were unhoused.

Sincerely,

Martin Smith
Chief of Police
Kentville Police Service



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

April 13, 2026

Programs and Operations

- **Kentville Water Commission:** In the coming weeks, we will complete the Kentville Water Commission Operating & Capital Budgets, with a focus on refining projections as updated cost estimates are received and reviewed to ensure accurate financial planning. During the month of March, staff worked collaboratively with internal departments to gather and assess budget estimates. This will be presented at the next Water Commission meeting scheduled for April 29th at 3:00pm.
Director Mathews & I, along with our Rate Study consultants attended the Water Rate Hearing in front of the Nova Scotia Regulatory and Appeals Board (NSRAB) on April 7th in Council Chambers. Our consultants presented their study and we were given 7 undertakings to answer by April 21st. It is expected that once these undertakings are answered and some minor changes made to the study, a rate increase will likely go into effect for the second quarter of 2026/27 (July 1st)
- **Sanitary Sewer Area Service:** There were no operational issues in March for our own Sanitary Sewer Area Service. I presented the Regional Sanitary Sewer Budget at the March Council meeting and reported to the Finance & Engineering departments at Kings County that next our Council approved the 2026/27 Regional Sewer budget.
- **Traffic Authority:** In the coming months, the Traffic Authority will continue to monitor traffic conditions across the Town and address areas of concern as they arise. Staff will also review the current inventory of traffic control signage to identify any missing or deficient signs.
During the month, staff responded to several traffic related matters, including resident concerns and routine operational reviews. In mid April, staff will begin inspections of traffic signage throughout the Town to identify signs that have been knocked down, require reinstallation, or need minor repairs.

Projects

- **Mitchell Brook Culvert Replacement:** In the coming months, staff will continue working with the contractor and consultant to move the Mitchell Brook Culvert Replacement project toward construction, including review of shop drawings and coordination of remaining requirements.
During the month, a pre-construction meeting was held with the contractor. We are working with the consultant to complete reviews and prepare what is required for construction to begin within the approved timeline. At this time work is expected to take place in July and August.
- **Donald E. Hiltz Connector Road:** We are currently preparing the design for Phase Two of the project, which involves replacing the water tank in the Kentville Business Park and relocating the treatment facility from Mitchell Avenue to the new tank site.
- **AT Project:** One last phase of the ICIP funded AT Sidewalk is scheduled to be tendered by the end of April and will focus on the section of the old brick lined sidewalk on the north side of Main Street between West Main and Webster Street, completing that section of the AT loop. We are preparing both the design work and the required field and survey work for this project now.
- **Provincial Paving Program:** We will continue to focus on the west end of Park Street as part of the 2026/27 Provincial Paving Grant program. The Town has submitted the grant application and expects to hear back from the Province by approximately mid-April. The program provides up to 50% funding, with the remaining costs covered by the Town, and this is the third year of the five-year funding cycle.
- **Patch Paving Program:** We will be proceeding with the Town's annual patch paving program. The tender for this operational project has been issued and will close on April 13, 2026. The successful contractor will complete the main routes in May and move to other parts of Town throughout the summer.

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
- March 5th – Regional Sewer Technical Sub Committee Meeting
- March 9th – Council Advisory Committee Meeting
- March 12th – Regional Sewer Budget Committee Meeting
- March 23rd – Council Meeting
- April 7th – NSRAB Water Rate Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



TOWN OF KENTVILLE
Staff Report to Council Advisory Committee
For the Month of March 31, 2026
DEPARTMENT- FINANCE

Operations

- During March, the Finance Department focused primarily on developing and presenting the Town’s general operating budget for the 2026–2027 year.
- Interim audit activities ended on March 11, 2026. An audit planning meeting with the Finance and Audit Committee is to be scheduled in April. The year-end audit begins no later than June 1, with findings to be presented in July to the Committee and then sent to Council for approval at the July Council meeting.
- Finance and budget managers have also concentrated on year-end procedures and accounting to ensure a smooth cut-off for year-end activities.

Financial

- Appendix A displays year-to-date operations through February: revenues have reached 95.6% and expenses are at 90.4% of their annual budget targets, with 92% of the fiscal year completed. While forecasts indicate a surplus, the actual outcome will depend on monthly and year end March transactions (particularly those related to winter snowstorms) which are yet to be finalized.
- As of April 2, 2026, Town General Capital expenditures total \$8,629,093, 72% of the budget or 88% of the forecast. Appendix B and B.1 provide further details (Capital Investment Plan Update).
- 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 April 7, 2026 1.01% of the levy remained outstanding.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 140,531	\$ 19,100	\$ 10,150

Respectfully submitted,

Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville Operating Fund

Statement of Operations

Year to Date February 28, 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 **90.4 %** of **expenditure** budget used and **95.6 %** of **revenue** budget recorded creating an overall **surplus of \$ 983,727**.

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.

February's statement includes forecast information that aligns with the budget except in areas where known variances exist.

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 there is a potential increase, the forecast uses the conservative estimate.
 - Interest on deposits was budgeted conservatively. Actual results are approximately \$ 93,000 lower than the same period last year due to cash flow challenges (\$ 0.8 M average balance) and lower interest rates (3.45% 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 20 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 February 28, 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 forecasted to be over budget; however regular salaries are under budget. 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 eleven 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.
 - 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 February 28, 2026

Revenue	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,884,655	12,852,887	12,866,639	99.9%	99.4%
Resource	77,661	77,661	77,661	100.0%	99.5%
Economic development	141,758	159,792	159,210	112.3%	114.1%
	13,104,074	13,090,340	13,103,510	100.0%	99.6%
Area rates and frontages					
Area rates	765,598	767,241	773,509	101.0%	100.7%
Special assessments	2,000	2,000	5,616	280.8%	408.5%
	767,598	769,241	779,125	101.5%	101.5%
Based on revenue					
Business property	32,670	32,670	32,670	100.0%	100.0%
Other					
Deed Transfer Fee	600,000	750,000	815,245		
TOTAL TAXATION	14,504,342	14,642,251	14,730,549	101.6%	99.7%
PAYMENTS IN LIEU OF TAXES					
Federal and agencies	390,774	356,019	355,989	91.1%	96.5%
Provincial and agencies	178,590	175,047	175,047	98.0%	94.5%
	569,364	531,066	531,035	93.3%	95.9%
SERVICES TO OTHER GOVERNMENTS					
Provincial government	130,557	130,557	101,113	77.4%	38.9%
Local government	98,253	98,253	24,096	24.5%	48.6%
	228,810	228,810	125,210	54.7%	42.9%
SALES OF SERVICES					
Own agencies	1,270,630	1,273,980	1,104,425	86.9%	75.1%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	46,700	46,700	83,557	178.9%	122.8%
Rentals	402,633	411,333	353,418	87.8%	87.1%
Interest	200,000	200,000	240,348	120.2%	168.4%
Return on investments	660,000	660,000	-	0.0%	0.0%
Other	41,400	41,400	41,475	100.2%	89.2%
	1,350,733	1,359,433	718,798	53.2%	57.0%
UNCONDITIONAL TRANSFERS	450,128	450,128	367,004	81.5%	91.5%
CONDITIONAL TRANSFERS	183,094	177,294	156,162	85.3%	138.4%
FINANCING AND TRANSFERS					
From reserves	407,030	407,030	402,597	98.9%	50.2%
TOTAL REVENUE	18,964,131	19,069,992	18,135,780	95.6%	93.2%
Revenue budget to forecast variance (value)	105,861				
Revenue budget to forecast variance (%)	0.56%				

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period February 28, 2026

Expenditures	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	297,422	282,422	244,703	82.3%	82.7%
General administration	2,065,100	1,989,840	1,732,295	83.9%	96.4%
	2,362,522	2,272,262	1,976,998	83.7%	94.5%
PROTECTIVE SERVICES					
Police- core program	3,412,349	3,418,349	3,073,424	90.1%	87.3%
Police-sales of service	193,656	193,656	146,697	75.8%	70.7%
Law enforcement	148,279	170,279	155,716	105.0%	87.2%
Fire fighting	1,052,596	1,052,596	825,706	78.4%	78.8%
Protective service- debt charge	2,120	2,120	2,090	98.6%	100.0%
Emergency measures and other	212,205	212,205	149,416	70.4%	106.0%
	5,021,205	5,049,205	4,353,049	86.7%	85.6%
TRANSPORTATION SERVICES					
Common services	1,482,448	1,412,448	1,164,407	78.5%	86.4%
Road transportation	957,800	957,800	907,033	94.7%	109.6%
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	107,067	107.1%	118.8%
	3,039,910	2,969,910	2,676,409	88.0%	97.3%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	826,739	826,739	819,617	99.1%	77.4%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	411,848	411,848	364,673	88.5%	63.0%
Other community development	497,856	497,856	446,876	89.8%	90.1%
	909,704	909,704	811,549	89.2%	78.7%
RECREATION AND CULTURAL					
Recreation-Administration	759,376	754,519	674,432	88.8%	81.2%
-Programmes (net)	125,505	111,390	93,097	74.2%	14.4%
-Facilities and Trees	1,037,345	1,012,752	909,021	87.6%	94.9%
-Debt charge	44,645	44,645	27,740	62.1%	131.3%
Cultural	141,184	141,413	133,252	94.4%	94.3%
	2,108,055	2,064,719	1,837,541	87.2%	85.4%
EDUCATION	2,324,456	2,324,456	2,115,476	91.0%	91.6%
FINANCING AND TRANSFERS					
Debt charge- principal	874,040	874,040	874,040	100.0%	100.0%
Transfers to allowances and reserves	1,497,300	1,647,300	1,687,374	112.7%	126.5%
	2,371,340	2,521,340	2,561,414	108.0%	114.7%
TOTAL EXPENDITURE	18,963,931	18,938,335	17,152,052	90.4%	92.2%
SURPLUS (DEFICIT)	\$ 200	\$ 131,657	\$ 983,727		
Expenditure budget to forecast variance (value)	(25,596)				
Expenditure budget to forecast variance (%)	-0.13%				



TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2025-2026
YTD April 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	128,225	(26,725)	112,808	111.1%
Protective Services	186,400	199,275	(12,875)	193,241	103.7%
Transportation ^{Note 1}	4,394,850	3,181,335	1,213,515	3,119,449	71.0%
Expansion- Donald Hiltz Connector	5,500,000	4,930,570	569,430	3,806,694	69.2%
Planning and Development	78,000	22,000	56,000	19,485	25.0%
Parks and Recreation ^{Note 2}	1,128,250	830,450	297,800	830,555	73.6%
Total	\$ 12,000,000	\$ 9,841,855	\$ 2,158,145	\$ 8,629,093	71.9%

Note 1 comprised of:

Equipment	496,000	493,425	2,575	495,421	99.9%
Buildings	136,000	137,610	(1,610)	137,538	101.1%
Streets & Lights	1,157,000	1,018,750	138,250	1,004,426	86.8%
Sidewalks	1,552,850	1,490,000	62,850	1,441,338	92.8%
Flood Mitigation	665,000	33,100	631,900	32,308	4.9%
Storm Sewer	388,000	8,450	379,550	8,417	2.2%
	\$ 4,394,850	\$ 3,181,335	\$ 1,213,515	\$ 3,119,449	71.0%

Note 2 comprised of:

Green Spaces	25,000	26,280	(1,280.00)	24,348	97.4%
Parks & Playgrounds	125,650	40,515	85,135	40,417	32.2%
Sport Facilities	906,600	715,635	190,965	717,854	79.2%
Buildings and Equipment	71,000	48,020	22,980	47,937	67.5%
	\$ 1,128,250	\$ 830,450	\$ 297,800	\$ 830,555	73.6%

<p style="text-align: center;">Town of Kentville Capital Investment Plan Implementation Status Report April 2, 2026</p>				
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	Ricoh Photocopier Finance	-	9,125	Construction/Procurement
Administration	Fencing- Generator	10,000	10,000	Cancelled
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	Additional Road Remediation	-	-	
Transportation	Prospect Avenue Extension Curb and Street Paving	132,000	93,750	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	-	Cancelled
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	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
Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,300	Construction/Procurement
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	21,600	Construction/Procurement

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

Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	10,615	Construction/Procurement
Parks and Recreation	Batting cages (3)	75,000	-	Cancelled
Budget Total		\$ 12,000,000	\$ 9,841,855	

Legend:

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



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

April 2026

Looking Forward

The Planning Advisory Committee (PAC) held its initial kick-off meeting on March 25, 2026, to begin the Municipal Planning Strategy (MPS) review process. Beginning in April, the Plan Review has been established as a standing item on PAC agendas.

As part of the next phase of work, PAC will be asked to consider the Statements of Provincial Interest, with an initial focus on housing. This will include a discussion on how housing supply, diversity, and development flexibility should be addressed through the updated MPS, and how housing can be positioned as a key driver of future growth.

This discussion will also support the identification of areas within the Town that are well-positioned to accommodate residential development, including opportunities for intensification, expansion, and mixed-use growth. Input from PAC will inform the development of a draft growth framework, which will guide subsequent phases of the Plan Review.

Month in Review

Development Applications

- **Development Permits:** Four (4) development permits were issued in the month of February with an estimated construction value of \$17,000.
- **Site Plan Approval Applications:** No site plan approval applications were received in March.
- **Subdivision Applications:** No subdivision applications were received in March.

Planning Applications and Reports

New

- No new applications were received in March.

Ongoing

- An application has been 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”. A Public Participation Meeting was held on March 26, 2026 and a staff report will be going to the Planning Advisory Committee on April 15, 2026.
- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-Law that would allow, under specific conditions, the issuance of development permits prior to final subdivision approval. After legal review, significant modifications to the amendments were required which required the application review process to restart. A Public Participation Meeting was held on March 26, 2026, and a staff report will be going to the Planning Advisory Committee on April 15, 2026.
- 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. Council gave Second Reading on March 23, 2026, and the 14-day appeal process ends on April 9th.
- 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. Council gave Second Reading on March 23, 2026, and the amendments have been sent for Provincial Review.

- 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. Following legal review, substantive revisions were made to make “emergency shelter” an institutional use to be considered through a development agreement. Supportive and transitional housing were combined under a single “program-based housing” definition, permitted in the Medium Density Residential (R3) Zone, subject to density controls.
- 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.

Bylaw Amendments

- The Building Bylaw has undergone amendments to include specific language requiring building officials to withhold an occupancy permit until sewer and water connections are approved by the Town Engineer.
- Staff have advanced revisions to the Town’s Heritage Bylaw. The proposed amendments modernize the by-law by aligning responsibilities with the Planning Advisory Committee, strengthening notice and registration procedures, and clarifying the voluntary nature of heritage designation. The updated framework is intended to improve administrative clarity, ensure compliance with the Heritage Property Act, and address prior procedural issues related to notification timing.

Community and Economic Development

- Planning for the upcoming Visitor Information Centre season continues. A job advertisement for a seasonal part time attendant has been posted. Opening Day at the VIC will be May 1st and staff are looking forward to another busy season with new partnerships and more events. The VIC will act as headquarters for the Annapolis Valley Apple Blossom Festival in May and the Pumpkin People in the

Fall. New signage, line painting for parking, and an expanded gift store are also in the plans for the VIC this season.

- 2026 Centre Square bookings are being confirmed for most of the expected annual events. The first downtown event of the season is the Holi celebration hosted by Sanskar Cultural Society, scheduled for May 17th.
- The first ever official Pumpkin People brand is currently being created for use in marketing Kentville's signature festival! Staff are looking forward to unveiling the new brand later this year, and rolling out Pumpkin People designs on marketing content, maps, and official merch at the VIC. The theme for this year's festival has also been chosen and scene planning is underway. This year's theme will be announced in June.

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



March 2026

Permit #:	4552	Permit Date:	3/16/2026
Value of Construction:	\$0.00	Fee:	\$0.00
3 A-frame Signs to promote 2026 Home Show			

Permit #:	4547	Permit Date:	3/18/2026
Value of Construction:	\$0.00	Fee:	\$0.00
Change of Use (Retail to Office) and Tenants (SpeedPro to Valley Prime Caregivers)			

Permit #:	4555	Permit Date:	3/25/2026
Value of Construction:	\$12,000.00	Fee:	\$0.00
12' x 17'10" shed			

Permit #:	4550	Permit Date:	3/25/2026
Value of Construction:	\$5,000.00	Fee:	\$30.00
Demolition of attached garage			

Activity Report

Planning & Development



	March 2026		March 2025	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
Number of Permits	4	14	6	17
Total Building Value	\$17,000.00	\$2,490,495.00	\$1,089,524.00	\$1,792,692.24
Permit Revenue	\$30.00	\$21,794.48	\$902.24	\$1,910.56



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of March 2026
Department of Parks and Recreation
Presented on April 13, 2026**

Administration and Operations

Staffing Updates:

- Lucas Vanderaa – Parks Project Facilitator – February 23 start date
- Steve Batista was hired for Seasonal Landscaper role within Parks division
- Summer staff interviewing and hiring has begun

Meetings:

- Staff attended the Trail and Culinary Tourism Workshop in Wolfville

Several Procurement Projects were posted in March:

- ½ ton Truck for the park fleet
- Utility vehicle for the park fleet
- Campbell Road parking lot project
- Memorial Park bleachers

Other projects being targeted for posting procurement in April:

- Baseball Field fencing project
- Arena Sinkhole project
- Recreation Centre flooring project

Facilities and Operations

- The arena closed on March 29, after a successful season. Thank you to our arena staff for their hard work over the winter season.
- Structure fire occurred at the U15 Baseball Field, in the third base line dugout, staff will be assessing the damage and work towards repairing the structure for the upcoming season
- Seasonal park staff will begin work the week following Easter. Their initial focus will include garbage removal and addressing abandoned encampments throughout municipal parks. Due to fluctuating winter temperatures and limited staffing during the off-season, these issues will be addressed in April as conditions improve.

Programs and Outreach

- Spring program registration opened March 10th at 9:00am.
- 78% of all registration was filled by participants
 - Active for Life program – both sessions filled within 4 minutes of opening
 - 81% of pickleball spaces were filled

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

Council Report: Summer Programming Plans 2026

Town of Kentville – Parks & Recreation Department

Prepared for: Mayor & Kentville Town Council

Date: April 2, 2026

Purpose

The purpose of this report is to provide Council with an overview of the Parks & Recreation Department's planned summer programming model for 2026, including staffing structure, service delivery, and the introduction of a new community development initiative.

Overview

The Department's summer programming plan has been organized into three primary service delivery streams to ensure a balanced approach to direct program delivery, community engagement, and strategic program development:

1. Aquatics Staff
2. Day Camp Staff
3. "Summer Fun Crew" – Recreation Program Facilitators

This structure is intended to maximize community access to recreation opportunities while supporting innovation in future program development.

1. Aquatics Staff

The Aquatics team will continue to support seasonal operations at the Kentville Pool and related water-based recreation services.

Key responsibilities include:

- Delivery of swimming lessons and aquatic leadership programming
- Public swim supervision and lifeguarding services
- Aquatic fitness and recreational swim opportunities
- Safety education and water awareness initiatives

- Support for special aquatic events and community swim activities – Sensory Swims, Rainbow Swims, and Swim with the Mermaids

This staffing stream remains a core service area and supports community wellness, water safety, and summer recreation access for residents of all ages.

2. Day Camp Staff

The Day Camp team will be responsible for planning and delivering the Town's summer day camp programming.

Key responsibilities include:

- Daily camp program delivery for children and youth
- Development of themed activities, games, and outdoor recreation experiences
- Inclusion-focused programming and participant support
- Family communication and registration support
- Community-based outings and partnership activities where applicable

The day camp program continues to be one of the Department's priority summer services and plays an important role in supporting families during the summer months.

3. Summer Fun Crew

A new staffing stream, the Summer Fun Crew, will be introduced this year to support both community development through play and recreation, community engagement and strategic program development.

This team will have a dual role:

Direct Community Engagement

The Summer Fun Crew will provide pop-up recreation opportunities, support community events, and assist with informal programming in parks and public spaces throughout the Town.

Examples may include:

- Park-based drop-in activities

- Community games and play opportunities
- Neighbourhood outreach initiatives
- Event support and activation

Program Development – Activating Champions Initiative

A key responsibility of this team will be supporting the Department’s new “Activating Champions” initiative.

This initiative is designed to create a sustainable model for community-led recreation development by empowering residents, organizations, and informal leaders to bring forward program ideas and receive municipal support in developing them into viable offerings.

The Summer Fun Crew will:

- work directly with community members who have expressed interest in program ideas;
- help develop concepts into structured program plans;
- assist with logistics, scheduling, and resource identification;
- support pilot implementation during the summer season; and
- gather feedback and evaluation data to inform future program development.

This approach shifts the Department from being the sole program provider to also acting as a facilitator, connector, and capacity builder within the community.

The Activating Champions model is intended to:

- increase community ownership of recreation opportunities;
- reduce barriers for residents who wish to lead initiatives;
- encourage grassroots innovation;
- expand programming capacity without significantly increasing permanent staffing requirements; and
- strengthen long-term volunteer and leadership development.

Strategic Alignment

This summer model aligns with the Department's broader service delivery goals and ongoing Recreation Master Planning work by:

- increasing accessibility to recreation services;
- supporting community wellness and social connection;
- piloting new models of service delivery;
- strengthening community partnerships; and
- building capacity for future resident-led programming.



PARKS & RECREATION
SUMMER
PROGRAMMING

SERVICE DELIVERY STREAMS





Aquatics



Camp



**Summer
Fun
Crew**

*... WE LIKE TO CALL THEM "BUCKETS" ...
IT'S SOUND MORE FUN!!*



PARKS & RECREATION
Kentville

KENTVILLE
Summer
PROGRAM GUIDE

Kentville, Nova Scotia

fun & creative outdoor activities

Camps
Aquatics
Community Events
and so much more!

www.kentville.ca | Call Us 902-679-2539

NATURE KIDS SUMMER CAMP

Registration: Kentville.ca/programs
May 26th - 6pm

Ages: 5 - 10 Year

Kentville Rec Hub
800 West Main Street

Registration Fee **\$135**

Activities Include:

- Nature Hikes & Exploration
- Arts & Crafts
- Science & Discovery Projects
- Tennis games & lessons
- Water Fun Days at the pool & splashpad
- and so much more

Monday to Friday

- July 6 - 10
- July 13 - 17
- July 20 - 24
- July 27 - 31
- August 10 - 14
- August 17 - 21

Info: recreation@kentville.ca

PUBLIC SWIM

MONDAY	2:00 - 4:00PM / 6:15 - 7:00PM
TUESDAY	2:30 - 4:00PM / 6:15 - 7:00PM
WEDNESDAY	2:00 - 4:00PM / 6:15 - 7:00PM
THURSDAY	2:00 - 4:00PM / 6:15 - 7:00PM
FRIDAY	2:00 - 4:00PM / 6:15 - 7:00PM
SATURDAY	2:00 - 4:00PM / 6:15 - 7:00PM
SUNDAY	2:00 - 4:00PM

AGE 6 AND UNDER-FREE
AGE 7-17 \$2/PERSON
18&OVER \$3/PERSON

Family Pass - Up to 4 family members - \$115
Family Pass - Up to 5 family members - \$140
Individual Pass - \$70

FREE PUBLIC SWIMS ON FRIDAYS

LANE SWIM

\$2/PER PERSON

NO REGISTRATION REQUIRED - DROP IN DURING THESE TIMES TO JOIN LANE SWIMMING AND GET YOUR POOL LAPS IN!

MONDAY	8:00-9:00AM & 7:00-8:00PM
WEDNESDAY	8:00-9:00AM & 7:00-8:00PM
FRIDAY	7:00-8:00PM

For information on all aquatics programming and costs...

ROCK & COUNTRY CAMPS

4 weeks of summer jams for ages 11 - 17!

12:30 - 4:30 M-F at the Kentville Recreation Centre


Week 1	July 27 - 31	Girls + Music Production
Week 2	Aug. 4 - 7	Rock Camp
Week 3	Aug. 10 - 14	Country Camp
Week 4	Aug. 17 - 21	

Instruments provided, or bring your own.
\$150 / week ~ scholarships available

Presented by Music In Communities and Kentville Recreation

more info @ musicincommunities.com

All details coming soon....



Activating Champions

Activating Champions is an invitation for community members to help shape and deliver recreation opportunities in Kentville. This model is designed to build on the strengths, talents, and passions that already exist in our community—while creating meaningful, accessible programs that reflect local interests.

This approach is rooted in collaboration- Champions will work alongside Recreation staff to further develop their idea, refine program details, and explore how it can best meet community needs. In turn, the Recreation Department will support through program development, promotion, and coordination to help bring the ideas to life.

Text Amendment to the Heritage Bylaw

Council Advisory Committee Staff Report

Meeting Date: April 13, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT Council give first reading to Bylaw 206 – Heritage Property.

Purpose

The purpose of this report is to present a revised Heritage Property By-law (Bylaw 206) which modernizes the Town's heritage framework, aligns administrative responsibilities with current governance structures, and clarifies the process for the voluntary registration and management of Municipal Heritage Properties.

Background

The Town of Kentville currently administers heritage properties under Chapter 110: Heritage Property By-law.

Since its adoption, several changes have occurred:

- The establishment of the Planning Advisory Committee (PAC) as the Town's primary advisory body for planning matters;
- A desire to ensure clarity and consistency in heritage processes, particularly around notification and registration; and
- Increased interest in heritage registration, requiring a more streamlined and transparent framework.

The revised Bylaw 206 responds to these changes by restructuring roles, simplifying procedures, and reinforcing the voluntary nature of heritage designation.

Key Changes and Comparison

Governance Structure Shift (HAC → PAC)

Previous (Chapter 110):

- A Heritage Advisory Committee (HAC) was established with defined membership and structure.

Proposed (Bylaw 206):

- Responsibility is assigned to the Planning Advisory Committee (PAC).

Implications:

- Aligns heritage with broader planning functions;
- Streamlines governance by using an existing committee;
- Reduces administrative duplication.

Clarification of Voluntary Designation

New in Bylaw 206:

- Explicit statement that designation is voluntary;
- Owners may decline registration in writing.

Previous By-law:

- Included opportunity to object, but did not clearly frame designation as voluntary.

Implications:

- Improves transparency and public trust;
- Reduces risk of procedural challenges;
- Aligns with best practices in municipal heritage programs.

Enhanced Notice Requirements

Bylaw 206 introduces:

- Clear requirement for Notice of Recommendation at least 30 days prior to registration;
- Expanded notice content including:
 - consequences of registration

- right to be heard
- 120-day alteration restriction
- explicit opt-out process

Previous By-law:

- Included notice forms and process but was less structured and more form-based.

Implications:

- Addresses prior procedural gaps (timing + clarity);
- Strengthens defensibility of designation decisions;
- Improves consistency in administration.

Simplification of Registration Process

Previous By-law:

- Included multiple forms (Form A, B, C) and detailed procedural steps embedded in the by-law.

Bylaw 206:

- Moves toward a more principles-based structure:
 - Notice requirements
 - Registry requirements
 - Council decision-making

Implications:

- Reduces rigidity;
- Allows administrative processes to evolve without further amendments;
- Cleaner, more modern legislative style.

Registry and Transparency

Both by-laws maintain:

- Requirement for a Municipal Registry of Heritage Properties;
- Public accessibility.

Bylaw 206 strengthens:

- Clearer articulation of registry contents;
- Linkage to Land Registry filings.

Alteration and Demolition Process

Continuity:

- Council approval still required for:
 - demolition
 - substantial alteration

Refinement in Bylaw 206:

- PAC reviews applications and provides recommendations within defined timelines.

Implications:

- Maintains heritage protection;
 - Improves procedural clarity.
-

Deregistration

Bylaw 206 clarifies:

- Deregistration may be initiated by:
 - the owner; or
 - the Town

Previous By-law:

- Less clearly articulated.
-

Penalties

Change:

- Updated penalty structure in Bylaw 206:
 - \$500–\$2,000 fine range

Previous By-law:

- Significantly higher penalties (up to \$250,000 for corporations)

Implications:

- Aligns penalties with typical municipal enforcement ranges;
 - May warrant policy discussion depending on enforcement intent.
-

Legislative Context

The proposed Bylaw 206 is adopted pursuant to:

- The Heritage Property Act (Nova Scotia); and
- The Municipal Government Act.

The amendments maintain compliance with provincial requirements, including:

- Notice provisions;
- Right to be heard;
- Registration and deregistration processes.

Discussion

The revised by-law represents a shift toward a more administratively practical and legally robust framework.

Key benefits include:

- Improved procedural clarity (particularly notice requirements);
- Alignment with current governance structures (PAC);
- Reinforcement of voluntary participation, reducing potential conflict; and
- A more flexible and modern by-law structure.

This amendment also addresses prior procedural concerns related to notification timing and process, ensuring that future registrations are conducted in a manner that is both transparent and defensible.

Conclusion

The proposed Bylaw 206 represents a comprehensive update to the Town's heritage framework.

It modernizes governance, improves procedural clarity, and reinforces a voluntary and transparent approach to heritage designation, while maintaining the Town's ability to protect and manage heritage resources.



Town of Kentville Bylaw 206 HERITAGE

BE IT ENACTED by the Council of Town of Kentville under the authority of the *Municipal Government Act*, Statutes of Nova Scotia, 1998, Chapter 18, and *Heritage Property Act*, 1989, Chapter 199, and amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 206 and may be cited as the "Heritage Bylaw".

2. DEFINITIONS

- a. "Act" means the *Heritage Property Act*;
- b. "Committee" means the Planning Advisory Committee established to carry out the provisions of this Bylaw;
- c. "Council" means the Council of the Town of Kentville;
- d. "Municipal Heritage Property" means a building, public-building interior, streetscape, cultural landscape or area registered in the Town of Kentville Registry of Heritage Properties;
- e. "Registered Owner" means an owner of land whose interest in the land is defined and whose name is specified in an instrument in the Land Registry Office;
- f. "Registry" means the Municipal Registry of Heritage Property of the Town;
- g. "Town" means the Town of Kentville.

3. PLANNING ADVISORY COMMITTEE

- a. Town of Kentville Planning Advisory Committee shall be designated as the body responsible for implementing provisions of the Heritage Bylaw for Town of Kentville.
- b. The Committee may advise Council respecting:
 - i. the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes, and areas in the Registry;

- ii. an application for permission to substantially alter or demolish a Municipal Heritage Property.
- iii. building and other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
- iv. an application to substantially alter the external appearance of or demolish a Municipal Heritage Property;
- v. the deregistration of Municipal Heritage Properties;
- vi. financial incentives to Municipal Heritage Properties;
- vii. the amendment of evaluation criteria, guidelines and standards for Municipal Heritage Properties; and
- viii. ensuring the designation of any property under this bylaw is strictly voluntary.

4. REGISTRY

- a. The Town shall establish and maintain a Municipal Registry of Heritage Properties where all prescribed documents relating to the registration of Municipal Heritage Properties pursuant to the Act of this Bylaw shall be filed.
- b. The Registry shall contain information with respect to recommendations, registrations, and deregistration's, recording particulars of documents required to be logged at the Land Registry Office.
- c. The Registry shall be accessible to the public at no charge during regular business hours of the Town.

5. NOTICE OF RECOMMENDATION

- a. The Town shall cause a Notice of Recommendation to be served upon each Registered Owner of a property that is the subject of the recommendation at least thirty (30) days prior to registration of the property in the Municipal Registry of Heritage Properties and shall be in the form designated by the Town.
- b. The notice shall contain:
 - i. a statement that the property described in the notice has been recommended for registration in the Registry;
 - ii. a brief statement of the reason for the recommendation;
 - iii. a summary of the consequences of registration;
 - iv. a statement that no person shall demolish or substantially alter the appearance of the property for one hundred twenty (120) days after the notice is served; and
 - v. notification of the right of the Registered Owner to be heard and the date, time and place where they may be heard.

- vi. Inform the owner, while the property has been identified as a potential Municipal Heritage Property, it is voluntary, and the owner has a right to decline. Declining the opportunity is achieved by writing to the Chief Administrative Officer via letter or email.

6. REGISTRATION AND NOTIFICATION

- a. The Town may register a property as a Municipal Heritage Property in accordance with the provisions of the Act and notice of the registration shall include all the information set out in Section 5b. Notice of Registration shall be in the Town designated form.
- b. Notice of Registration shall be:
 - i. served upon each registered owner;
 - ii. deposited with the Land Registry Office;
 - iii. filed in the Municipal Registry of Heritage Property; and
 - iv. no registration shall take place until Council has given the owner of the property an opportunity to be heard and such opportunity shall be given not earlier than three (3) weeks after the service of the notice required.
- v. The Planning Advisory Committee may receive from a Registered Owner, an application to have a property considered a Municipal Heritage Property.

7. DE-REGISTRATION

- a. The owner(s) of a Municipal Heritage Property may apply to, or the Town on its own motion may, deregister a Municipal Heritage Property.
- b. Notice of Deregistration of a Municipal Heritage Property shall be sent to each registered owner of the Municipal Heritage Property and deposited in the Land Registry.

8. ALTERATION OR DEMOLITION

- a. A Municipal Heritage Property shall not be substantially altered in appearance or demolished without the approval of the Town;
- b. An application for permission to demolish or substantially alter the appearance of a property which is entered in the Municipal Heritage Registry shall be in writing to the Town;
- c. The application shall be reviewed by the Planning Advisory Committee;
- d. Within thirty (30) days after receiving an application the Planning Advisory Committee shall submit a written recommendation to Council respecting the application.
- e. The Town may take up to three (3) months to consider an application.

- f. Council may grant the alteration of demolition permit either with or without conditions or may refuse the permit, and the Town shall advise the applicant of its decision.
- g. Where the Registered Owner of a property that is entered in the Registry has made application for permission to substantially alter the appearance or demolish the property and the permission is not granted, the Registered Owner may make the alteration or carry out the demolition at any time after one (1) year from the date of the application.

9. PENALTY

Any person or Corporation who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$500 and not more than \$2,000, and to imprisonment of not more than thirty (30) days in default of payment thereof.

10. REPEAL

Town of Kentville Heritage Property Bylaw, Chapter 110, approved by Council on the 27th day of January, 2025, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading:	April 27, 2026
Date of advertisement of Notice of Intent to Consider:	April 28, 2026
Date of second reading:	May 25, 2026
Date of Approval by Minister:	
Date of advertisement of Passage of Bylaw:	
Effective Date:	

I certify that this Heritage Bylaw was adopted by Council of the Town of Kentville on the 25th day of May, 2026 and published as indicated above.

SIGNED by the Mayor and Clerk this 25th day of May, 2026.

Mayor

Clerk

Text Amendment to the Building Bylaw

Council Advisory Committee Staff Report

Meeting Date: April 13, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT Council give first reading to Bylaw 205 – Building.

Purpose

The purpose of this report is to present an amendment to the Town of Kentville's Building By-law to ensure that occupancy permits are not issued for new structures until all required approvals related to municipal water and sewer connections have been granted by the Department of Engineering and Public Works. This amendment is required to support amendments to the Municipal Planning Strategy and Land Use Bylaw to facilitate concurrent construction and permitting.

Background

Under the current Building By-law, occupancy permits are issued by the Building Official once construction is deemed to comply with the Nova Scotia Building Code and all applicable municipal requirements.

In practice, the coordination between building inspections and municipal servicing approvals (water and sewer connections) occurs administratively. However, the absence of explicit language in the By-law creates a potential gap where occupancy could be granted prior to final confirmation of servicing approvals.

As development activity increases and infrastructure coordination becomes more critical, it is appropriate to formalize this requirement within the By-law.

Discussion

Rationale for Amendment

The proposed amendment is intended to ensure that all new buildings are properly connected to municipal infrastructure prior to occupancy, strengthen coordination between Building Inspection and Engineering and Public Works, reduce risk to the municipality associated with incomplete or unapproved servicing connections, and provide clarity to applicants regarding requirements prior to occupancy.

Water and sewer servicing are fundamental to the safe and functional use of buildings. Formalizing this requirement ensures that no structure is occupied without confirmation that these essential services have been properly installed and approved.

Proposed Amendment

Permits

5.f. The Building Official shall, in the case of the construction of new structures, withhold an occupancy permit until satisfied that approvals relating to sewer and water connections required by the Town of Kentville's Department of Engineering and Public Works have been granted.

Implementation Considerations

The proposed amendment reflects current administrative practice and is not expected to introduce additional burden for applicants who are already required to obtain these approvals.

It formalizes an existing expectation, improves interdepartmental alignment, and provides a clear, enforceable basis for withholding occupancy where servicing approvals are incomplete.

Legislative Context

Municipalities in Nova Scotia are authorized under the Municipal Government Act to adopt and enforce building by-laws respecting the construction, inspection, and occupancy of buildings.

The proposed amendment aligns with the Town's authority to regulate building occupancy and the broader requirement that buildings be safe and suitable for use prior to occupancy.

Financial Implications

There are no direct financial implications associated with this amendment.

Conclusion

The proposed amendment strengthens the Town's Building By-law by ensuring that occupancy permits are only issued once critical municipal servicing approvals are in place.

This change improves clarity, reduces risk, and formalizes current practice, supporting the safe and coordinated development of new structures within the Town of Kentville.



Town of Kentville Bylaw 205 BUILDING

BE IT ENACTED by the Council of Town of Kentville under the authority of the *Municipal Government Act*, Statutes of Nova Scotia, 1998, Chapter 18, and *Building Code Act*, 1989, Chapter 46, and amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 205 and may be cited as the "Building Bylaw".

2. DEFINITIONS

- a. "Act" means the *Building Code Act*;
- b. "Applicant" means
- c. "authority having jurisdiction" has the same meaning as specified in any code adopted under Section 4 of the Nova Scotia Building Code Regulations and includes a building official as designated under Section 46;
- d. "Town" means the Town of Kentville.
- e. "work" means any construction activity regulated by this Bylaw and associated regulations and carried out on or about a construction site or on, in or about a building or part thereof.

3. PERMIT REQUIRED

No person or Corporation shall carry out any work regulated under this Bylaw until such person or Corporation receives an approved and in effect permit for such work issued on behalf of Town of Kentville.

4. APPLICATIONS

- a. A building, footing, occupancy, temporary building and demolition permit shall be in such form and contain such information as may from time to time be required for the proper administration of the bylaw and the Nova Scotia Building Code Act and Regulations.

- b. Before a permit is issued, renewed, or amended, an applicant must complete an application form in the prescribed form.
- c. Every application for a permit shall include the information required by the Building Code Act and Regulations.
- d. When an application for a permit, or amendment to a permit, has not been completed in conformance with the requirements of this bylaw within six months after it is filed, the application shall be deemed to have been abandoned.
- e. A permit is valid for 1 year from the date of issue and is renewable.

5. PERMITS

- a. Before issuing a building or demolition permit, renewal or amendment, the authority having jurisdiction shall be satisfied that all applicable requirements of the *Heritage Property Act* and the *Municipal Government Act*, including driveway access, sanitary sewer permit, Land Use Bylaw, Subdivision Bylaw, lot grading plan or a Development Agreement entered into pursuant to the Land Use Bylaw of the Town of Kentville, has been satisfied.
- b. The authority having jurisdiction shall, in the case of the construction of new buildings or structures, withhold a building permit until satisfied that any permit required pursuant to the *Public Highways Act* has been obtained.
- c. Where, in order to expedite work and the approval of a portion of the building is desired, the issuance of a permit for the whole project shall be made for the complete project with complete plans and specifications (covering the portion of the work for which immediate approval is requested) shall be filed.
- d. Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- e. Any permit issued for only part of a building shall be clearly marked as for part only and shall also indicate that a permit for the entire building is not assured.
- f. The building official shall, in the case of the construction of new structures, withhold an occupancy permit until satisfied that approvals relating to sewer and water connections required by the Town of

Kentville's Department of Engineering and Public Works have been granted.

6. PERMIT FEES

No permits shall be issued for an application under this Bylaw until the required fees shown in Schedule "A" of this Bylaw are paid in full.

7. INSPECTIONS

The owner or their agent shall notify the authority having jurisdiction to request required inspections and shall not proceed with construction beyond a stage requiring inspection until such inspection has been completed or otherwise authorized by the authority having jurisdiction.

Inspections shall be requested at the applicable stages of construction as set out in Section 35 of the Nova Scotia Building Code Regulations, as amended from time to time.

The authority having jurisdiction will make reasonable efforts to conduct inspections following notification; however, scheduling shall be subject to operational capacity and inspection demand.

8. DEMOLITION AND DISPOSAL

Any building permit issued in relation to a demolition project shall not be issued unless the application is accompanied by a proposal indicating the method and the proposed site for the disposal of the demolition material.

9. PENALTY

Any person or Corporation who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$500 and not more than \$2,000, and to imprisonment of not more than thirty (30) days in default of payment thereof.

10. REPEAL

Town of Kentville Building Bylaw, Chapter 95, approved by Council on the 23rd day of February 2015, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: April 27, 2026
Date of advertisement of Notice of Intent to Consider:
Date of second reading:
Date of Approval by Minister:
Date of advertisement of Passage of Bylaw:
Effective Date:

I certify that this Heritage Bylaw was adopted by Council of the Town of Kentville on the 25th day of May 2026 and published as indicated above.

SIGNED by the Mayor and Clerk this 26th day of May, 2026.

Mayor

Clerk

DRAFT

SCHEDULE "A": Fees for Permits

NEW CONSTRUCTION of, and ADDITIONS to residential buildings, community centers, cottages and churches	\$20 + 11 cents per sq. ft. (Based on all usable floor area of new construction or addition)
NEW CONSTRUCTION of, and ADDITIONS to: commercial, industrial and other buildings not otherwise specified.	\$20 + 15.4 cents per sq. ft. (Based on all usable floor area of new construction or addition)
NEW CONSTRUCTION of, and ADDITIONS to sheds, decks, shell storage buildings, garages, barns and other farm buildings not designed for human occupancy	\$20 + 4.4 cents per sq. ft. (Based on all usable floor area of new construction or addition)
REPAIRS, RENOVATIONS, or ALTERATIONS to all existing buildings	\$20 + \$2.20 per \$1000 of estimated value of construction work
LOCATION or RE-LOCATION of an existing structure or mobile home	\$75
CONSTRUCTION or INSTALLATION of a swimming pool, including required fencing	\$50
DEMOLITION of a building or structure	\$30
RENEWAL or AMENDMENT of an approved permit in force	\$15

Withdrawal – Town Capital Reserve

Meeting Date: April 13, 2026
Department: FINANCE

RECOMMENDATION

That Council approve the recommendation to withdraw \$ 30,278 from the Town of Kentville Capital Reserve to fund capital acquisitions for the year 2025-2026. This withdrawal will have minimal impact on the ending reserve balance, as there are sufficient savings available to offset the excess costs.

SUMMARY

The 2025-2026 Town Capital Budget allocates partial or full funding for capital acquisitions from the Town's Capital Reserve Fund. As outlined in the monthly forecast, several expenditures have exceeded the budget allocations provided by Council, while others are expected to come in under budget. Like projects have been grouped together to cover variances and ending shortfalls are detailed below.

The Ricoh Photocopier was purchased without initial budget approval, and the cost was offset by the cancelled Generator Fence project. Purchasing was determined to be a more cost-effective option than commencing a new operating lease, thereby reducing operating costs. The Server Room project came in over budget due to unforeseen costs, and the overage was funded in part by savings in the IT projects budget.

The two Recreation projects came in over budget, due to higher costs for the Irrigation Tie-in project along with anticipated contributions of \$15,000 for the Culvert Bridge project not being received.

Due to these budget deviations, Council's authorization to withdraw funds from reserves to cover the shortfall is being requested.

BUDGET IMPLICATIONS - RESERVES

Department	Project	Approved Budget	Expenses	Budget Shortfall
Administration	Server Room Town Hall	71,500	89,100	11,308
	IT Projects	20,000	14,587	
	Ricoh Photocopier	-	9,121	
	Generator Fence	10,000	-	
Recreation	Culvert Bridge – Memorial Park	10,000	23,070	13,070
	Irrigation Tie in – Oakdene Park	15,650	21,550	5,900
Total		\$ 127,150	\$ 157,428	\$ 30,278

RECOMMENDATION

That Council approves the withdrawal of \$30,278 from the Town of Kentville Capital Reserve to address the shortfall in 2025-2026 capital expenditures.

Title: Lease of 78 River Street, Kentville

Meeting Date: April 13, 2026

Department: Administration

RECOMMENDATION

That Council enter into the proposed 5-year lease agreement with Lion's Club of Kentville for PID #55498521 at 78 River Street, Kentville.

BACKGROUND

Lion's Club of Kentville currently have a five-year lease with Town of Kentville for lands at 78 River Street, Kentville, identified by PID #55498521 for the purpose of a community use building and property. The current 5-year agreement is set to expire on April 30, 2026, and council has proposed a new 5-year lease with the Lions Club under the same terms and conditions, to which the Lions Club has agreed.

DISCUSSION

The draft lease contains the same terms and conditions as the previous lease which sees the Society paying \$1.00 a year in rent. Society is responsible for basic cleaning and maintenance, utilities, and insurance. while the Town continues to be responsible for the building envelope and HVAC systems,

LEGISLATION

Section 51 of the *Municipal Government Act* states that:

- (1) a municipality may sell or lease property at a price less than market value for any purpose that the council considers to be beneficial to the municipality.
- (2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

STRATEGIC PRIORITIES

One of Council strategic priorities is developing and strengthening partnerships with community groups. This lease renewal shows councils commitment to continue investing in its physical infrastructure through the leadership of non-profit groups who provide tens of thousands of dollars of volunteer time and materials each year to strengthening the history and culture of Kentville.

FINANCIAL IMPACTS

There is no revenue accruing to the Town during the term of this lease; however, the operating costs of the land and facility are the responsibility of the Lions Club which is different than the recent lease with the Kentville Historical Society.

COMMUNICATIONS

The draft lease has been shared with the Society, and they have agreed to renew the lease for a further 5 years under the same terms and conditions. A formal signing ceremony may take place with the Mayor and Chairperson at a later date to promote the partnership and bring awareness to the work of the Lions Club and its programs and services.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer

THIS LEASE made the _____ day of April, 2026 between

TOWN OF KENTVILLE ("Kentville")

and

THE LIONS CLUB OF KENTVILLE ("Club")

WHEREAS the Club is a non-profit organization incorporated pursuant to the *Societies Act* of Nova Scotia;

AND WHEREAS the Club carries on activities that are beneficial to Kentville and which Kentville might undertake if not for the activities of the Club, that is to say: donations of money and person hours to worthy projects and deserving persons for the betterment of the physical and social growth of Kentville;

IN CONSIDERATION of the rents and covenants contained in this renewal lease on the part of the Club, Kentville continues to lease to the Club the lands and premises described in the attached Schedule "A" (the "Premises"), bearing PID#55498521, and subject to easements on the lot, on the terms set out herein.

1. TERM

To hold the Premises for the term of five (5) years commencing the 1st day of May 2026 and terminating on the 30th day of April 2031, unless sooner terminated as provided in this lease.

2. RENT

- a. The Club paying yearly and every year during the term as Rent the sum of \$1.00.
- b. The Club paying as Additional Rent the moneys and other charges, costs and expenses herein provided to be paid by the Club within 30 days of an invoice being presented to the Club by Kentville.

3. TENANT'S COVENANTS

The Club covenants with Kentville as follows:

- a. Activities - to continue to carry out the aforesaid activities which are beneficial to the Town;
- b. Rent - to pay Rent;

- c. Taxes and Utilities - as Additional Rent in each year during the term, to pay and discharge as they become due all taxes (including local improvement rates), rates, duties and assessments that may be assessed against the Premises or any part of them and every other tax, charge, rate, assessment or payment which may become a charge or encumbrance upon or levied or collected upon or in respect of the Premises or any part of them, whether charged by any municipal, parliamentary or other body during the term, excepting only from them taxes on the income of Kentville. The Club to pay as they become due all charges for public utilities, including water, gas, electrical power, energy, steam and hot water, used in the Premises and for fittings, machines, apparatus, meters or other things leased in respect of them, and for all work or services performed by any corporation or commission in connection with the public utilities; provided further that the Club shall have the right to contest by appropriate legal proceedings the validity of any tax, rate (including local improvement rates), assessment or other charges referred to in this paragraph;
- d. Maintenance of Premises - at its own expense to maintain the Premises, including the walks and grounds and every part of them, in good order, appearance and condition and promptly make all needed repairs and replacements and to keep the Premises well painted, clean and in good condition;
- e. Condition of Premises - to keep the Premises and every part of them in a clean and tidy condition and not to permit garbage, ashes, water or objectionable material to accumulate on them, and at its own expense, to keep the driveways, walks, grounds, sidewalks and curbs forming part of or adjoining the Premises clean and free of snow and ice;
- f. Inspection and repair - to permit Kentville at all reasonable times to enter the Premises to inspect the condition of them and where such inspection reveals that repairs are necessary to repair in a good and workmanlike manner within one calendar month from the date of delivery of notice from Kentville requiring repair;
- g. Overloading floors - not to bring upon the Premises machinery, equipment, articles or things that by reason of their weight, size or use might damage the Premises and not at any time to overload the floors of the Premises and if damage is caused to the Premises by machinery, equipment, articles or things or by overloading or by any act, neglect or misuse on the part of the Club, its servants, agents or employees or any person having business with the Club, forthwith to repair or pay to Kentville the cost of making good the damage;

- h. Heating - to heat the Premises in a reasonable manner at its own expense;
- i. Compliance with bylaws - at its own cost and expense to comply with the requirements of every applicable by-law, statute, law or ordinance, and with every applicable regulation or order with respect to the condition, equipment, maintenance, use and occupation of the Premises;
- j. Assignment - not to assign or sublet without the prior written permission of Kentville, which permission may be withheld for any reason
- k. Nuisance - not to do or omit to do or permit to be done or omitted anything on or in respect of the Premises the doing or omission of which (as the case may be) shall be or result in a nuisance;
- l. Fire insurance, etc. - to keep the Premises insured during the term against loss or damage by fire, lightning, explosion, sprinkler leakage, steam boiler explosion, and standard supplementary perils. The insurance to be carried in an amount of not less than 100% of the replacement value of the Premises through insurers acceptable to Kentville and all policies for insurance shall be in a form satisfactory to Kentville. Premiums for all insurance shall be payable by the Club, and all loss claimed thereunder shall be payable to Kentville, and the insurance policies, or certificates of them, shall be deposited with Kentville. If the Club fails to keep insured, as provided in this paragraph, Kentville may effect insurance at the cost and expense of the Club, and sums expended for the insurance by Kentville (as determined in the sole discretion of the Treasurer for Kentville) shall be Additional Rent;
- m. Liability insurance - to provide Kentville with a certificate of liability insurance covering the Club in respect of the Premises and its operations in them to the extent of not less than \$2,000,000 inclusive of all injuries or death to persons and damage to property of others arising from any one occurrence;
- n. Indemnity - to indemnify Kentville from liabilities, damages, costs, claims, suits or actions resulting from
 - i. a breach, violation, or non-performance of any covenant or proviso of this lease on the part of the Club;
 - ii. damage to property occasioned by the use and occupation of the Premises; or

- iii. injury to person or persons, including death resulting at any time therefrom, occurring in or about the Premises, and on the roads or sidewalks adjacent to them.

Indemnification in respect of any breach, violation or non-performance, damage to property, injury or death occurring during the term shall survive termination of this lease; provided, however, that indemnification shall in no event extend to the direct, primary and proximate results of the negligent, reckless or wilful conduct of Kentville, its agents, employees or representatives;

- o. Notice of intention to terminate - to notify Kentville at least six months before the date of termination of this lease or any renewal of it, that it intends to vacate the Premises upon the termination of the lease or any renewal of it, and upon notice being given, Kentville shall have the right to show the Premises to prospective tenants at all reasonable times.

4. LANDLORD'S COVENANTS

Kentville covenants with the Club:

- a. Quiet enjoyment - for quiet enjoyment;
- b. Alterations by Tenant - to permit the Club to make with the written consent of Kentville, such consent not to be unreasonably withheld, alterations, additions and improvements to the Premises that will, in the judgment of the Club, better adapt them to the Club's purposes; provided, however, that the alterations, additions and improvements shall not impair the structural strength of the building. All fixtures, whether trade fixtures or otherwise, improvements, erections or alterations made to the Premises by the Club shall be made at its own expense and shall be the property of Kentville, and shall only be removed with the written consent of Kentville; provided that such fixtures shall, upon the written request of Kentville, be removed from the Premises by the Club upon or at any time before the termination of this lease; provided further that if any injury or damage is caused to the Premises by removal of the fixtures, the Club shall forthwith cause the injury or damage to be repaired at its expense and if the Club does not make the repairs or cause them to be made promptly, they may be made by Kentville for the account of the Club and shall be Additional Rent.

5. PROVISOS

Provided always, and it is agreed between the parties:

- a. Forfeiture of lease - If, without the written consent of Kentville:
 - i. the Premises remain vacant or not used for a period of thirty days, or
 - ii. if the term or any of the goods and chattels of the Club are seized or taken in execution or in attachment by a creditor of the Club or
 - iii. if the Club makes an assignment for the benefit of creditors or if the Club becomes bankrupt or insolvent or takes the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors or
 - iv. if an order is made for the winding-up of the Club, or
 - v. if the Club fails to maintain and repair in accordance with its obligations herein, then in every case the current-month's rent and the next ensuing three-months' rent shall immediately become due and, at the option of Kentville, this lease shall terminate and the term shall immediately become forfeited, in which event Kentville may re enter and take possession of the Premises as though the Club or any occupant or occupants of the Premises was or were holding over after the expiration of the term without any right.
- b. Exemption re distress - Notwithstanding the benefit of any present or future statute taking away or limiting Kentville's right of distress, none of the goods and chattels of the Club on the Premises at any time during the term shall be exempt from levy by distress for rent in arrears.
- c. Non-liability of Landlord - Kentville shall not be liable or responsible in any way for personal injury or death suffered by any member of the Club or any employee of the Club or any other person who may be upon the Premises or for any loss of or damage or injury to property belonging to the Club or its employees or to any other person while it is on the Premises and, in particular Kentville shall not be liable for any damage to property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the building or adjoining property or from the water, steam, sprinkler or drainage pipes or plumbing works of the building or from any other place or quarter or for damage caused by electrical or other wiring; provided, however, that this paragraph shall not apply to injuries, damages or death caused directly by the negligent, reckless, or wilful conduct of Kentville, its employees, agents or representatives.
- d. Holding over - If the Club holds over after the term or any extended term, the holding over shall be construed to be a tenancy from month to month only and shall have no greater effect, any custom, statute, law or ordinance to the contrary notwithstanding. The month-to-month tenancy shall be governed by the terms and conditions of this lease notwithstanding any statutory provision or rule of law to the contrary; provided, however, that during a period of holding over the Club shall

pay only the monthly rent payable during the month immediately preceding the expiration or termination of this lease.

- e. Evidence of payments - The Club shall from time to time at the request of Kentville produce to Kentville satisfactory evidence of the due payment of all amounts required to be paid by the Club under this lease.
- f. Landlord's right to pay Tenant's obligations - If the Club fails to pay any taxes, rates, insurance premiums or charges which it has covenanted to pay in this lease, Kentville may pay them and charge the sums paid to the Club as Additional Rent. All arrears of Rent and Additional Rent and moneys paid by Kentville under this lease shall bear interest at the rate adopted by Council for outstanding property taxes from the time the sums become due until paid to Kentville.
- g. Additions and fixtures - Subject to paragraph 4(b), any building, erection or improvement placed or erected upon the Premises shall become a part of them and shall not be removed and shall be subject to all the provisions of this lease, but no building, erection, or improvement shall be erected upon the Premises without the prior written consent of Kentville.
- h. Damage to Premises - If during the term the Premises are damaged by fire, lightning or tempest, or any of the perils insured against under the provisions of paragraph 3(l), then and in every such event if the damage or destruction is such that the Premises are rendered wholly unfit for occupancy, or it is impossible or unsafe to use and occupy it, and if in either event the damage, in the opinion of Kentville's Engineer to be given to the Club within ten days of the happening of the damage,
 - i. cannot be repaired with reasonable diligence within 30 days from the happening of the damage, either party may within five days next succeeding the giving of the opinion terminate this lease by giving to the other notice in writing, in which event this lease shall cease as of the date of the damage and the Rent shall be apportioned and paid in full to the date of damage. If neither Kentville nor the Club terminates this lease, then Kentville shall repair the Premises with all reasonable speed and the Rent and Additional Rent shall abate from the date of the happening of the damage until the damage shall be made good and the Club can again use and occupy the Premises; or
 - ii. can be repaired with reasonable diligence within 30 days from the happening of the damage, then the Rent shall abate from the date of the happening of the damage until the damage shall be made good

and the Club can again use the Premises and Kentville shall repair the damage with all reasonable speed; or

- iii, is such that the Premises are capable of being partially used for the purposes for which they are leased, then until the damage has been repaired the Rent shall be reduced by the fraction that the area of that part of the Premises which is rendered unfit for occupancy is to the area of the Premises, and Kentville shall repair the damage with all reasonable speed.
- i. Re-entry by Landlord - Proviso for re-entry by Kentville on non-payment of rent or non-performance of covenants.
- j. Inspection by interested parties - During the term the Premises and all parts of them may be inspected at all reasonable times on the production of a written notice to that effect signed by Kentville or its agents.
- k. Signs - The Club may from time to time during the term erect, paint, display, maintain, alter or remove advertising signs on the exterior and interior of the walls of the Premises. All signs shall be dignified in appearance and shall comply with the requirements of municipal and governmental authorities. They shall remain the property of the Club and shall be removed by it upon the termination of this lease. Upon the removal of signs, the Premises shall be restored to their prior condition. The Club shall indemnify Kentville against any loss or damage caused to any person or thing as a result of the placing or use of a sign on the Premises.
- l. Waiver of breaches - The failure of Kentville to insist upon a strict performance of any of the covenants and provisos shall not be deemed a waiver of any rights or remedies that Kentville may have or a waiver of any subsequent breach or default.
- m. Adjustment of taxes - The taxes and local improvement rates in respect of the first and last years of the term shall be adjusted between Kentville and the Club.
- n. Net lease - It is the intention of the parties that the rent to be paid in this lease together with the performance of the Club's covenants shall result in a 'triple net' lease and, for greater clarity - but not so as to limit the generality thereof, the Club shall be responsible all taxes, costs and charges arising from or relating to the Premises and the Club shall pay all charges, impositions and expenses of every kind relating to the Premises.

- o. Structures - Whenever in this lease reference is made to the Premises it shall include all structures, improvements and erections in or upon the Premises or any part of them from time to time.
- p. Place for payment - All payments required to be made by the Club shall be made to Kentville at Kentville's office in Kentville or to the agents of Kentville or at such other place as Kentville shall from time to time direct in writing,
- q. For Sale" sign - Kentville may within six months from the termination of the term, or any renewal of it, place upon the Premises a notice, of reasonable dimensions and placed so as not to interfere with the Club's activities, stating that the Premises are for sale or to let, which notice the Club shall not remove or permit to be removed.
- r. Acknowledgment by Tenant - The Club shall when reasonably required by Kentville, and at the Kentville's expense, consent to and become a party to any instrument relating to this lease which may be required by or on behalf of a purchaser, bank or mortgagee of the Premises; provided always that the rights of the Club as set out in this lease shall not be varied by such instrument.
- s. Notices - Any notice, request or demand provided for in the lease shall be sufficiently given or made if mailed by registered mail, postage prepaid, addressed, if to Kentville at 354 Main Street, Kentville, NS B4N 3W4 and if to the Club at 78 River Street, PO Box 121, Kentville, NS B4N 1N7. Any notice mailed as aforesaid shall be conclusively deemed to have been given on the fifth business day following the day it was mailed. Either of the parties may at any time give notice in writing to the other of any change of address and thereafter all notices shall be mailed to the new address so notified.
- t. Interpretation - Words importing the singular number only shall include the plural and vice versa, words importing the masculine gender shall include the feminine gender and words importing persons shall include firms and corporations.
- u. Binding effect - This lease and everything contained in it shall extend to, bind and enure to the benefit of the heirs, executors, administrators, successors and assigns of each of the parties to it, subject to the consent of Kentville being obtained, as provided in this lease, to any assignment or sublease by the Club. All rights and powers reserved to Kentville may be exercised by either Kentville or its agents or representatives.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED in the presence of:

TOWN OF KENTVILLE

LIONS CLUB OF KENTVILLE

"SCHEDULE A"

Lions Club of Kentville, 78 River Street, PID 55498521



Title: Terms of Reference for Kentville Business Advisory Committee

Meeting Date: April 13, 2026

Department: Administration

RECOMMENDATION

That Council approve the draft Terms of Reference for Kentville Business Advisory Committee.

SUMMARY

In September 2025, Council approved several Terms of Reference for various committees after a re-aligning of roles and responsibilities for departments and committees to better support the strategic priorities of Town of Kentville.

With changes locally and provincially respecting economic development, staff are recommending the establishment of a business advisory committee to provide advice and recommendations to Council related to business development and supports to all businesses in Kentville.

LEGISLATION

Section 23(1)(c) of the *Municipal Government Act* states that the council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
 - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the

person is chair of a committee and honorariums may differ for different committees; and (b) reimbursed for expenses incurred as a committee member. (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

BACKGROUND

With most municipalities in Kings and West Hants serving notice of their intention to withdrawal from Valley REN and Council's decision to not enter into a new contract with Kentville Development Corporation Limited, now it is appropriate to consider how best the Town can continue to support all businesses in Kentville. The current model is limited in this respect and does not necessarily reflect the needs of Kentville businesses.

One of Council's strategic priorities is improving accessibility, and this supports provincial legislative requirements as well. One change in economic development focus that would greatly benefit our business community now is accessibility and funding. Town of Kentville can support and implement a business accessibility program and re-allocate previous economic development funds to increase access to more business' town-wide and increase access for more customers and employees. We have staff trained in this area and an advisory committee to support these reviews so the administrative cost to implement is nearly nil.

Currently, there are numerous points of contacts for businesses having enquires, persons seeking information on setting up a business or Town operations as they relate to business and taxation. These items are ongoing and issues often lead to conflicting or different information from multiple parties regarding the same information. A new coordinated one-stop shop centralized approach to economic development within the Town is a potential option going forward. If this approach is supported, then a business advisory committee is recommended to seek regular feedback from all sectors and parts of Kentville throughout the year.

IMPACT ON STRATEGIC PRIORITIES

Effective governments and economic development need to be nimbler including with their committee structures, meetings, and work processes. In order to be effective in carrying out Council's future strategic priorities, committee mandates and the work of council needs to be strengthened, clearer, and more focused. This new committee can provide a town-wide unified focus.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed terms of reference, advertising for the committee will begin. Upon receipt of applications, a Nominating Committee meeting will be held to meet and review applications and make recommendations to Council for appointments. Upon appointment, committee members will receive training and education on their terms of reference, code of conduct, conflict of interest, rules or order, decision making, leadership, diversity and inclusion, and future processes to be followed.

POLICY IMPLICATIONS

Clear and effective terms of reference for committees will allow for a clearer understanding of roles and responsibilities by committee members, staff, and council. saving time and resources and can lead to more efficient decision making and timely decisions with fewer delays.

BUDGET IMPLICATIONS

The only financial implications are modest honorariums for residents that volunteer to sit on Town committees which will be absorbed within the current committee honorarium budget in 2026-2027 and going forward.

COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, staff will advertise for members of the committee from across all business sectors in Kentville.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Terms of Reference

KENTVILLE BUSINESS ADVISORY COMMITTEE (KBAC)

Purpose

Kentville Business Advisory Committee (KBAC) shall provide advice and recommendations to Municipal Council on matters that impact business growth, retention, and economic development across the Town of Kentville including land use planning, permitting, marketing and promotion, infrastructure, workforce development, and the overall business environment.

Authority

Section 23(1)(c) of the *Municipal Government Act* states that a council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.

Section 24(1) of the *Municipal Government Act* states that

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.

Scope

The scope of the Kentville Business Advisory Committee shall be to provide advice, guidance, support, and recommendations to Town of Kentville respecting opportunities and marketing initiatives to grow and develop all businesses within Kentville regardless of location, size, or sector. The Committee is advisory only and shall not be responsible for organizing programs and events, managing municipal operations, or expending money.

Role of Chairperson

The Chairperson will be selected by the Kentville Business Advisory Committee at their first meeting each year and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for review of municipal, provincial, and federal policies and regulations, Kentville programs and services to businesses are reviewed for amendments, as well as all other items incidental

to the effective commercial and business operations and promotions within Kentville, considering current business environments and expected future growth and development. The Chairperson shall also ensure that the Committee's performance is reviewed annually.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Kentville Business Advisory Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Community Economic Development Coordinator

Community Economic Development Coordinator will be responsible to support Kentville Business Advisory Committee decision making by providing background research reports and data, facilitating presentations from relevant persons, preparing letters of advocacy, working with non-profit agencies hosting festivals and events, seeking opportunities for business networking and sharing of information to support increased business revenues, and inter-business purchasing.

Community Economic Development Coordinator will help to facilitate meeting discussions to assist committee members with fully understanding legislation, policies, requests, implications for various options impacting businesses, and to make appropriate recommendations to Council.

Community Economic Development Coordinator shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best information to make a decision or recommendation to Council.

Membership

Membership on the Kentville Business Advisory Committee shall include up to eight (8) representatives from Kentville's business community, with no more than two being appointed from the same sector or industry and no more than one from the same company or business, duly appointed by council pursuant to Policy 100 - Council and Committees of Council. Members of the business community appointed to this committee must be a current business owner, operator or manager, and have a strong base of community knowledge, and have a strong understanding of Kentville's business community and needs.

Reporting Relationship

Kentville Business Advisory Committee shall report directly to the Council of Town of Kentville and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Kentville Business Advisory Committee shall be from May 1, 2026, to April 30, 2028, and is subject to renewal thereafter according to Policy 100 - Council and Committees of Council and at the discretion of council according to policy.

Frequency of Meetings

Meetings of the Kentville Business Advisory Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

A quorum for Kentville Business Advisory Committee shall be a majority of members currently appointed at the time of the meeting.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Kentville Business Advisory Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Community Economic Development Coordinator will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Kentville Business Advisory Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

Resources

Kentville Business Advisory Committee shall have access to the resources of the Community Economic Development Coordinator and other Kentville staff as

authorized by the Chief Administrative Officer, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs or consultant fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions and recommendations of Kentville Business Advisory Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee shall regularly review opportunities to promote and grow economic benefits for all, or certain sector specific Kentville businesses, through advice to Community Economic Development Coordinator, but shall not change the terms and conditions of Kentville policies or processes specifically or expend funds.

Confidentiality

All meetings of the Kentville Business Advisory Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Kentville Business Advisory Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of Kentville Business Advisory Committee.

Reporting

At least bi-annually, Community Economic Development Coordinator and Chairperson shall provide a written report to Council concerning the committee's work plan, as well as focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Kentville Business Advisory Committee shall be responsible for overseeing a fair and transparent review of business and commerce business operations and

regulations within Kentville. The Committee shall review and analyze information brought before it, seek additional information, when necessary, discuss options, make timely decisions, and make recommendations to Council that are in the best interests of residents, neighbourhoods, and businesses. Kentville Business Advisory Committee shall endeavour to carry out the following functions in line with Council's approved Strategic Priorities:

- a. Undertake a review of Kentville's Municipal Planning Strategy and Land Use Bylaw with a view of understanding various land use categories, uses, and future growth and development areas including associated land use controls; and
- b. Review of current and future Town of Kentville infrastructure plans and developments to ensure that businesses understand planned infrastructure growth areas and current capabilities; and
- c. Review and provide recommendations regarding current private and public parking areas for business employee and public uses, including locations, time limits, enforcement, future growth areas, etc.; and
- d. Develop, create, and maintain a Kentville business database of businesses and services offered locally for development into a map, website listing, brochure, or other publicly available methods; and
- e. Provide feedback and input into Kentville's beautification program year round considering geography, impact, fairness, capital and operating costs, and business benefits; and
- f. Review and provide input into ways Kentville's businesses can maximize revenues and benefits from community facilities, festivals, events, markets, etc.; and
- g. Provide feedback to Town of Kentville regarding timing and mitigation measures for future construction and infrastructure maintenance projects in business areas of Kentville; and
- h. Review and consider the viability and benefits of establishing a Kentville business retention and expansion program along with its goals, components, usage, public availability, and data sets; and
- i. Review and consider various Kentville business marketing and promotional ideas, activities, plans, and schemes when brought forward by Kentville staff for consideration understanding fiscal and human constraints; and
- j. Identify and create communications and consultation strategies and opportunities to garner feedback from every business in Kentville and consider ways to regularly engage and seek input into ideas, policies, and developments; and
- k. make balanced, fair, and fact-based recommendations to Council respecting various business-impact issues when such recommendations will increase business revenues or decrease business operating costs, without

causing undue financial strain to Town of Kentville and its residents, short-term and long term; and

- l. consider, and adopt if appropriate, new branding, taglines, wayfaring signage, or other community identifiers that will increase awareness and recognition of Kentville's business community services; and
- m. develop a community business profile to attract new business interests to Kentville by highlighting the economic, physical, educational, health, and social reasons for doing so; and
- n. consider setting up and establishing a youth entrepreneurship mentoring program to encourage young persons to consider private business as a future career by providing educational sessions, work placements, volunteer opportunities, and paid internships; and
- o. share grant and funding opportunities with all businesses in Kentville that may be eligible for capital and operating costs, employee benefit programs, preferred shopper discounts, and Kentville inter-business discounts; and
- p. Facilitate and host networking meetings, events, socials, awards, public recognitions, celebrations, etc. for Kentville events, business anniversaries, joint marketing and communications opportunities, and similar economic development promotions; and
- q. Support the create and development of a Kentville e-commerce platform, including training, for Kentville businesses to encourage a more widespread sales approach to generating revenue through on-line sales to complement bricks and mortar operations.

Approved by Council:

Council Committee and Commission Appointments

Meeting Date: April 13, 2026
Department: Administration

RECOMMENDATION

That Council approve the appointment of Ashley Hancock to the Planning Advisory Committees effective April 13, 2026, to December 31, 2027:

Title: Request for Waiver of Municipal Fees

Meeting Date: April 13, 2026

Department: Administration

RECOMMENDATION

That Council waive all Town of Kentville building and development fees associated with the development and construction of 30 affordable housing units on Justice Way, Kentville, identified as PID 55256317.

BACKGROUND

Province of Nova Scotia recently announced the construction of 30 new affordable housing units in Kentville to be located behind the current courthouse on Bridge Street.

On April 8, 2026, Town of Kentville received a request from the Province of Nova Scotia through their development arm, Build Nova Scotia, that the Town consider waiving all municipal fees related to their intended construction of 30 new affordable housing units.

DISCUSSION

It is well known that affordable housing is in short supply in Kentville and anything we can do to support its development will be positive for the entire community. Legally, the Province is not required to comply with municipal laws and bylaws and therefore could usurp that authority and simply construct the building without our involvement or oversight. They have, however, chosen to request a waiver of our municipal fees for this affordable housing project and have agreed to subject this development to our building inspection process.

Once the development is complete and assessed, there will be a provincial grant in lieu payable on the property akin to regular taxes.

LEGISLATION

Section 49 (1)(c) of the *Municipal Government Act* states that a council may make policies setting and amending the fees to be paid for (i) licenses issued pursuant to a by-law of the municipality, (ii) an inspection

required or conducted pursuant to a by-law of the municipality or an enactment, (iii) permits, applications and approvals required to be obtained from the municipality or an employee of the municipality pursuant to a by-law of the municipality or an enactment.

BUDGET IMPACT

If Council chooses to waive the development fees in this instance, it will entail a loss of revenue equal to the fees normally received from a building permit. Those fees are not known until a building permit and cost are submitted at a later date.

COMMUNICATIONS

If approved, a letter of approval will be forwarded to Build Nova Scotia and a recognition of council' support of this initiative will be posted on our website and social media platforms.



2026-04-07

Chris McNeill, Chief Administrative Officer
Town of Kentville
354 Main Street,
Kentville, Nova Scotia, B4N 1K6

Letter of Intent: Upcoming Public Housing Development in the Town of Kentville

Dear Mr. McNeill,

I am writing to inform you that the Province of Nova Scotia, through Build Nova Scotia, intends to develop 30 units of new public housing on provincially owned land within the boundaries of the Town of Kentville, located at Justice Way, Kentville (PID 55256317). This initiative reflects the Province's commitment to providing safe, affordable housing for Nova Scotians and ensuring that housing is being built responsibly and to the highest standards.

The project will meet or exceed all relevant building codes and we desire to work closely with your municipal engineers and building inspectors to ensure local considerations are incorporated into the building. While the Municipal Government Act does not apply to Crown property, and development agreements are not required under Section 14 of the Interpretation Act, our goal is to collaborate wherever possible to ensure this project provides maximum benefit to the community.

In support of our delivery of deeply affordable housing, Build Nova Scotia respectfully requests a waiver of all municipal fees associated with this development. We believe this gesture would demonstrate our shared commitment to addressing housing needs in a way that is both efficient and community-focused. Build Nova Scotia will be conducting our own inspections at the manufacturing facility given that this is modular construction, although we would request municipal site inspection services, as required, by the county.

Build Nova Scotia values our partnerships with each municipality in achieving important shared objectives. We look forward to working with you and your team to make this project a success for residents of the Town of Kentville and the province as a whole. If you have any questions, please contact Nick MacMillan, Project Director, Public Housing at 902.220.8465 or Nick.Macmillan@novascotia.ca.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan Veale".

Jonathan Veale
Vice President, Strategic Infrastructure and Development
Build Nova Scotia