

Town of Kentville Council Meeting

April 27, 2026, 5:00pm, Kentville Town Hall

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES
 - (a) Council Meeting, March 23, 2026
 - (b) Special Council Meeting, April 13, 2026
4. RECOMMENDATIONS
 - (a) Bylaw 206 – Heritage (first reading)
 - (b) Bylaw 205 – Building (first reading)
 - (c) Reserve Transfer Request
 - (d) Lions Club of Kentville Lease
 - (e) Business Advisory Committee Terms of Reference
 - (f) Nominating Committee Report
 - (g) Build Nova Scotia Fee Waiving
 - (h) 2026 Spring Debenture Pre-Approval
 - (i) Planning Advisory Committee Recommendation – Application Regarding Home-Based Businesses – Text Amendments to Land Use Bylaw
 - (j) Planning Advisory Committee Recommendation – Application Regarding Concurrent Construction – Text Amendments to Municipal Planning Strategy and Land Use Bylaw
 - (k) Planning Advisory Committee Recommendation - Reinitiation of Heritage Registration Process for Six Properties
 - (l) Planning Advisory Committee Recommendation - Endorsement of Process for Reviewing Amendments Regarding Program-Based Housing and Emergency Shelters
5. COUNCIL REPORTS
 - (a) Mayor Andrew Zebian
 - (b) Deputy Mayor Debra Crowell
 - (c) Councillor John Andrew
 - (d) Councillor Rob Baker
 - (e) Councillor Samantha Hamilton
 - (f) Councillor Cathy Maxwell
 - (g) Councillor Cate Savage
6. ADJOURNMENT



COUNCIL MEETING

Meeting Minutes: March 23, 2026

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

(1) CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 5:00 p.m.

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

STAFF: Chris McNeill, Chief Administrative Officer
Victoria Martin, Deputy Clerk
Dave Bell, Director of Engineering and Public Works
Wanda Matthews, Director of Finance
Darren Shupe, Director of Planning and Development

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

DECLARATIONS OF CONFLICT OF INTEREST

None.

(2) APPROVAL OF THE AGENDA

Two supplementary documents were added under 5.a, Mayor's report.

It was moved by Councillor Rob Baker, seconded by Deputy Mayor Debra Crowell that the agenda of March 23, 2026, be approved as updated.

MOTION CARRIED

(3) APPROVAL OF THE MINUTES

(a) February 23, 2026, Council Meeting Minutes

There being no changes, the minutes were approved.

(b) March 9, 2026, Special Council Meeting Minutes

Edit from "his" to "her" on page 3. The minutes were approved as updated.

(4) RECOMMENDATIONS

(a) Bylaw 204 - Partial Tax Exemption (second reading)

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council give second reading to Bylaw 204 respecting Partial Tax Exemption.

MOTION CARRIED

(b) Recommended Sundry tax write off

Councillor Cate Savage asked whether, after a write-off, there is still an attempt to collect the outstanding amount, noting that pursuing recovery through small claims court could be costly. She then sought clarification on whether collection efforts continue despite not using small claims.

CAO Chris McNeill confirmed that the Town does continue to attempt collection of written-off amounts. He advised that small claims court is typically not used for small balances, as the cost of recovery would exceed the amount owed and noted that other collection methods may still be pursued where appropriate.

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

MOTION CARRIED

(c) Investment Advisory Services Contract Extension

Councillor Cathy Maxwell asked how long TD has managed the Town's investment portfolio. Staff and Council initial response suggested the portfolio had been managed for approximately five to six years. It was then clarified that the National Bank had managed the portfolio approximately 20 years ago. Further clarification noted that Chris McRae has been associated with the portfolio for approximately 18–20 years. It was ultimately clarified that TD has managed the Town's investment portfolio since approximately 2017–2018.

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

(d) Regional Sewer Budget

Director Dave Bell provided an overview of the Kings Regional Sewer Commission operating and capital budget:

- Noted that the Town of Kentville is one of four partners in the regional sewer system, along with Kings County, the Village of New Minas, and PepsiCo Canada.
- Confirmed that the proposed 2026–2027 regional operating and capital budget totals \$2,942,700, representing an overall increase of approximately 8% (\$218,000) from the prior year.
- Kentville's share is \$1,537,770, an increase of approximately \$113,500, based on Kentville's 52.2% system usage.
- Advised that the proposed regional budget aligns with Kentville's approved sanitary sewer budget assumptions, including an anticipated 8% year-over-year increase.
- Noted ongoing risks related to power costs, historical overruns, reduced water consumption affecting revenue, and the age of the regional infrastructure.
- Indicated that additional sewer rate reviews and potential increases are anticipated in future years due to system upgrades and capital needs.

Councillor John Andrew asked whether options have been explored for pre-treatment of commercial and industrial wastewater, noting that lagoon-based systems are best suited for residential waste. Director Dave Bell confirmed that industrial waste can be treated at the existing lagoon system due to front-end pre-treatment infrastructure. He explained that changes in screening practices in recent years reduced maintenance

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costs but allowed more solids into the system, contributing to operational issues. He advised that screening sizes have recently been reduced again to improve removal of organics and explained that monitoring equipment has been installed at key industrial sites to improve data on wastewater strength and volume. He noted that a regional pre-design study is underway to assess long-term solutions, including system upgrades, expansion options, and growth projections. Finally, he advised that locating a separate treatment facility would be highly challenging due to environmental, land-use, and regulatory constraints.

Councillor Cate Savage raised concerns about the sustainability of ongoing rate increases, noting that Kentville's contribution to the regional system has more than doubled over the past six years. She cited increasing capital costs (including desludging) and historical trends of regional budget overruns. Director Dave Bell confirmed that recent sewer rate increases were implemented as short-term corrective measures and that the April 1 adjustment will rebalance base charges. He explained that sewer revenues are sensitive to water consumption, and conservation efforts reduce revenue without reducing fixed regional costs. He noted that current consumption levels may result in insufficient revenue to fully cover Kentville's regional allocation, even with the 8% increase. Finally, he advised that another internal sewer rate review may be required if projected revenues are not met during the fiscal year.

Deputy Mayor Debra Crowell asked how regional sewer operating cost overruns are managed and whether reserves exist to offset overruns. Director Dave Bell confirmed that the regional system has little to no operating reserve. He advised that operating overruns are billed directly to partner municipalities, typically in the following fiscal year. He explained that while capital (depreciation) reserves are increasing, these funds are not available to offset operating overruns. He noted concerns regarding the capitalization of desludging costs, which function largely as maintenance rather than true asset creation and identified power consumption as a major driver of recent overruns, particularly the operation of aeration blowers to mitigate odour issues. Finally, he advised that Kentville maintains its own reserve to manage potential annual overruns, which may be approximately \$75,000 or more in the current year.

It was moved by Councillor Cathy Maxwell, seconded by Councillor John Andrew that Council approve the 2026/27 Regional Sewer Budget in the amount of \$2,942,700 of which the Town of Kentville's share is \$1,537,770 (52.2%) of which \$929,550 is Operating expenses and \$608,220 is Non-Operating, Principal & Interest charges on both short- & long-term debt from Capital improvements.

MOTION CARRIED

(e) Large Scale Housing Housekeeping Amendments (second reading)

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

MOTION CARRIED

(f) Rezone 160 Main Street (second reading)

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

MOTION CARRIED

(g) OHS Policy Statement

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council approve the Occupational Health and Safety Policy Statement.

MOTION CARRIED

(h) Bylaw 300 – Repeal Idling Control (second reading)

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell that Council give second reading to Bylaw 300 - Idling Control Bylaw 77 Repeal.

MOTION CARRIED

(i) Bylaw 301 Chapter 99 - Repeal Smoke-Free Public Place (second reading)

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Rob Bakert that Council give Second Reading to Bylaw 301 - Repeal of Bylaw 99 Respecting Smoke-free Public Place.

MOTION CARRIED

(j) Council Committee and Commission Appointments

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

MOTION CARRIED

(k) Withdrawal from Valley Regional Enterprise Network (REN)

Councillor Cate Savage expressed support for the work currently being undertaken at the regional level and agreed that coordinated intervention and collaboration are necessary. She noted that Town of Kentville has established its own strategic priorities and emphasized the Town’s leadership role. She indicated hope that, as regional capacity is sustained, the County of Kings may assume responsibility for some residual impacts resulting from municipal partners who have chosen to withdraw.

It was moved by Councillor John Andrew, seconded by Deputy Mayor Debra Crowell that Council provide 24 months’ notice to Valley Regional Enterprise Network that it wishes to withdrawal from the Inter-Municipal Service Agreement entered into on May 5, 2023.

MOTION CARRIED

(l) Valley Region Solid Waste-Resource Management Authority-Guarantee

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve the guarantee resolution for Valley Region Solid Waste-Resource Management in the amount of \$ 34,717.

MOTION CARRIED

(5) COUNCIL REPORTS

Mayor Zebian noted that council members’ monthly reports were included with the agenda in the meeting documents. He asked if there were any comments or questions on them.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor John Andrew, that Council move into closed session at 5:34 p.m.

MOTION CARRIED

(6) CLOSED SESSION

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

RETURN FROM CLOSED SESSION

It was moved by Councillor Rob Baker, seconded by Councillor John Andrew, that the meeting return from closed session at 6:14 p.m.

MOTION CARRIED

(7) ADJOURNMENT

There being no further business, the meeting was adjourned at 6:14 p.m.

Signed by Mayor Zebian

Approval Date



SPECIAL COUNCIL MEETING

Meeting Minutes: April 13, 2026

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

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

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

REGRETS: Councillor John Andrew

CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 4:30 p.m.

DECLARATIONS OF CONFLICT OF INTEREST

None

(1) APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that the agenda of April 13, 2026, be approved as presented.

MOTION CARRIED

Mayor Andrew Zebian took a few moments to talk about the draft operating budget. He noted that the community is experiencing some of the highest population growth in decades, with an increase of approximately 13% over six years. While this growth

brings opportunity, it has also placed significant pressure on aging municipal infrastructure, including roads, sidewalks, water, sewer, and stormwater systems.

He acknowledged that historic underinvestment has resulted in several major infrastructure needs arising simultaneously, requiring a shift from short-term fixes to long-term, sustainable investment.

The proposed budget reflects this responsibility and includes increased funding to address infrastructure renewal, long-term planning, and financial sustainability. To support these priorities, the average household impact is estimated at approximately \$8–\$10 per month, depending on assessment. He emphasized efforts to balance rising costs with affordability, including strengthening the low-income tax exemption program.

Key investments highlighted include accessibility upgrades to municipal facilities, continued support for housing development (including affordable and mixed-market options), and a significant regional recreation investment through a proposed new recreation facility and arena replacement. Continued investment in parks, trails, and public spaces was also identified as essential to quality of life.

He also outlined a strengthened approach to economic development, including expanded accessibility supports for businesses, improved coordination with council priorities, and the establishment of a Business Advisory Committee reporting directly to council. The budget was described as a responsible response to growth, reflecting a commitment to proactive planning, long-term investment, and building a resilient community for the future.

(2) NEW BUSINESS

a. Approval of 2026-2027 Operating Budget

Councillor Cate Savage thanked Mayor Andrew Zebian for the introductory remarks on the budget and noted that without the proposed adjustment, the Town would face an operating shortfall of approximately \$330,000. She emphasized the importance of investing in Kentville's future and highlighted the usefulness of the Director of Finance's presentation, particularly the budget and taxation highlights that explain what the proposed four-cent rate increase means for the average homeowner. She encouraged residents to review the budget materials and the Mayor's remarks before Council proceeds with the motion.

Deputy Mayor Debra Crowell expressed full support for the 2026–2027 Town of Kentville operating budget. She stated that the budget aligns with Council's strategic plan and responds to continued population growth. She acknowledged rising costs beyond municipal control and noted that Council has direct control over only about 25%

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of the operating budget. She highlighted constraints on revenue growth, including that over 60% of properties are capped at a 2.6% assessment increase and identified significant increases in fixed costs, including education, transit, debt servicing, and collective agreements. She noted that the budget supports major priorities such as the regional recreation centre and arena replacement, the Donald E Hiltz Connector, and ongoing stormwater management. She concluded and described the budget as balanced, responsible, and reflective of thoughtful leadership, and stated pride in supporting it.

Councillor Cathy Maxwell thanked CAO Chris McNeill and municipal staff for their work in preparing the budget. She expressed satisfaction that the budget meets the needs of Kentville residents and noted that the budget allows the Town to maintain current service levels while also moving forward with new and replacement infrastructure. She emphasized that these investments are vital to supporting the Town's future growth and thanked staff and Council colleagues for their efforts.

It was moved by Deputy Mayor Debra Crowell, Seconded by Councillor Rob Baker that Council approve the proposed 2026-2027 operating budget for Town of Kentville reflecting revenues and expenditures of \$20,595,007, with the following tax rates:

Residential and Resource Base Rate of \$1.4662, Fire Area Rate of \$0.045, and Kentville Water Utility Hydrant Rate of \$0.0564 per \$100 of assessment and

Residential Rural Base Rate of \$0.853 and Fire Area Rate of \$0.045 per \$100 of assessment for PID#'s 55263586, 55434419, 55248652, 55248645, 55248660; and

Commercial Base Rate of \$3.3362, Fire Area Rate of \$0.045, Economic Development Area Rate of \$0.115, and Kentville Water Utility Hydrant Rate of \$0.0564 per \$100 of assessment excluding those covered under an *Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park*: and

Commercial Base Rate of \$2.287, Fire Area Rate of \$0.045, Economic Development Area Rate of \$0.115, and Kentville Water Utility Hydrant Rate of \$0.0564 per \$100 of assessment for all properties covered under *An Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park*.

MOTION CARRIED

(3) ADJOURNMENT

There being no further business, the meeting was adjourned at 4:45 p.m.

Signed by Mayor Zebian

Approval Date

Text Amendment to the Heritage Bylaw

Council Staff Report

Meeting Date: April 27, 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 Staff Report

Meeting Date: April 27, 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 27, 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 27, 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 27, 2026
Department: Administration

RECOMMENDATION

That Council approve the appointment of Ashley Hancock to the Planning Advisory Committees effective April 27, 2026, to December 31, 2027:

Title: Request for Waiver of Municipal Fees

Meeting Date: April 27, 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

2026 Spring Debenture Pre-Approval

Meeting Date: April 13, 2026
Department: Finance

RECOMMENDATION

CAC recommends Council approve the attached resolution for a \$3,080,400 debenture Pre-Approval, to submit to the Nova Scotia Finance and Treasury Board for Spring 2026.

SUMMARY

The Town has been notified by the Finance and Treasury Board – Municipal Finance Division that debenture funds will be issued this spring. The request of \$3,080,400 in debenture funding for completed projects is within the approved capital investment plan's debt limits.

BACKGROUND & DISCUSSION

The Municipal Government Act provides legislative authority for a council to pass resolutions that set the parameters for a debenture issue. To streamline the debenture issue process, Council must approve a Pre-Approval resolution and forward it to the Province of Nova Scotia. The Pre-Approval resolution along with a copy of the duly approved temporary borrowing resolution(s) (TBR) is required.

With Council Pre-Approval, a Letter of Commitment for the debenture issue will be submitted to the Province by the due date of April 23, 2026, along with a copy of the Temporary Borrowing Resolution and the Pre-Approval resolution.

An interest rate cap of 7.0% is recommended, which exceeds recent rates, to guarantee eligibility for the debenture issue and avoid restrictions due to an insufficiently low approved rate. For reference, the 10-year municipal cost of funds for Fall 2025 was 3.501%, while the current 20-year rate stands at 4.909%.

Funding approvals and debt distribution between the Town and Water Commission are detailed below:

Resolution #	Purpose	TBR Approval	Funding Requested
TBR-2025-0063-01	Approved Projects and Equipment	\$ 3,780,850	\$ 2,799,400
TBR-2025-0064-01	DE Hiltz Storm & Access Road (Water Commission)	\$ 416,050	\$ 281,000
TOTAL		\$ 4,196,900	\$3,080,400

BUDGET IMPLICATIONS

There is no effect on the Town's capital or operating budget, as projects and equipment are being financed at a level lower than anticipated in the 2025-2026 Capital Investment Plan.

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on September 29, 2025.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Kentville

(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 3,080,400 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Kentville

(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
Town of Kentville

(Name of Unit)

held on the 20 day of April 2026

GIVEN under the hands of the Mayor/Warden and the Clerk of the
Town of Kentville

(Name of Unit)

this 21 day of April 2026

Mayor/Warden

Clerk

Certificate

TEMPORARY BORROWING RESOLUTION

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 29th of September, 2025 with a request to borrow a sum or sums not exceeding Three Million Seven Hundred Eighty Thousand Eight Hundred Fifty Dollars (\$ 3,780,850) for purposes of capital borrowing related to Capital Projects and under the terms and conditions as set out within the resolution, and for a period not to exceed twenty-four (24) months from the date of this certificate, is hereby approved.

DATED this 21st day of November, 2025.



Honourable John A. MacDonald
Minister of Municipal Affairs

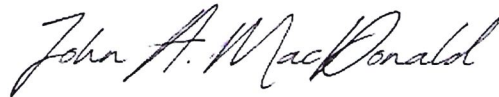
Certificate

TEMPORARY BORROWING RESOLUTION

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 29th of September, 2025 with a request to borrow a sum or sums not exceeding Four Hundred Sixteen Thousand and Fifty Dollars (\$ 416,050) for purposes of capital borrowing related to Water Utility and under the terms and conditions as set out within the resolution, and for a period not to exceed twenty-four (24) months from the date of this certificate, is hereby approved.

DATED this 21st day of November, 2025



Honourable John A. MacDonald
Minister of Municipal Affairs

Title: Planning Advisory Committee – Amendments to the Land Use Bylaw Regarding Home-Based Businesses

Meeting Date: April 22, 2026
Department: Planning and Development

RECOMMENDATION

That Council give First Reading to an amendment to the Town of Kentville Land Use Bylaw to:

- amend Section 5.1.3(c)(I) to permit private instruction or tutoring in the arts, sciences, or technologies, including classes of up to eight (8) individuals at one time; and
- amend Section 4.2.2(a) by adding (vi) where a Home Based Business involves instruction or client attendance, the Development Officer may require additional off-street parking where warranted.

SUMMARY

This report presents a proposed text amendment to the Town of Kentville Land Use By-law to expand permissions for home-based businesses by allowing small group private instruction of up to eight participants, where currently only one-on-one instruction is permitted. It provides policy context under the Municipal Planning Strategy, outlines the rationale for the amendment as a response to evolving home-based business practices, and evaluates compatibility with residential areas.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Text Amendment to the Land Use By-law – Home Based Businesses (Private Instruction)

Planning Advisory Committee Staff Report

Meeting Date: April 8, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT the Planning Advisory Committee recommend that Council give First Reading to an amendment to the Town of Kentville Land Use By-law to:

- 1. Amend Section 5.1.3(c)(i) to permit private instruction or tutoring in the arts, sciences or technologies, including classes of up to eight (8) individuals at any one time; and**
- 2. Adopt a scaled parking requirement for such uses, such that where private instruction involves more than four (4) participants at any one time, a minimum of two (2) off-street parking spaces, in addition to those required for the dwelling, shall be provided, as outlined in Option 2 of Appendix A.**

Application Summary

A complete application was received from Catherine Evans of 160 Main Street to amend the Town of Kentville Land Use By-law respecting Home Based Businesses, specifically the provisions related to private instruction.

The current Land Use By-law permits private instruction only on a one-on-one basis. The proposed amendment would allow small group instruction of up to eight (8) participants within a dwelling or accessory building.

The amendment is intended to provide increased flexibility for home-based instructors while maintaining the residential character of neighbourhoods.

Policy and Regulatory Context

Municipal Planning Strategy (MPS)

Section 5.10 – Home Based Occupations of the Municipal Planning Strategy establishes the policy framework for permitting commercial activities within residential dwellings.

A Home Based Occupation is intended to be:

- Clearly secondary to the residential use of the dwelling; and
- Compatible with surrounding residential uses, such that it does not generate significant traffic, noise, or other environmental impacts.

Further, Policy RS-24 states:

“It shall be the intention of Council to permit Home Based Occupations in any residential dwelling subject to regulations set out in the Land Use By-law, including restrictions on the type of business and provisions to ensure the use is secondary to the main residential use.”

The Policy also directs that the Land Use By-law regulate matters such as:

- Floor area
- Number of employees
- Hours of operation
- Parking
- Accessory buildings
- Outdoor storage and signage
- Obnoxious uses

Land Use By-law (LUB)

Section 5.1.2 – General Requirements

Home Based Businesses are permitted in all residential zones, subject to provisions ensuring the use remains subordinate and compatible, including limits on floor area, parking, signage, employees, and nuisance.

Section 5.1.3I(i)

Currently permits:

“private one on one instruction or tutoring in the arts, sciences or technologies”

Section 4.2.2 and Table 4.2 – Parking Requirements

Home Based Businesses are currently required to provide:

“1 off-street parking space in addition to that required for the dwelling unit.”

Consistency with Proposed Amendment

The proposed amendment to permit small group instruction (up to 8 individuals) remains consistent with the intent of the Municipal Planning Strategy.

- The use remains secondary to the dwelling
- Existing provisions regulate scale and compatibility
- The amendment refines an existing permitted use rather than introducing a new one
- Planning staff are satisfied that the amendment aligns with Policy RS-24.

Proposed Amendment

The proposed amendment includes:

- Expanding permitted private instruction to allow small group classes; and
- Considering a range of parking regulation approaches to address potential impacts.

The full amendment text and options are provided in Appendix A.

Discussion

Intent of the Amendment

The amendment reflects evolving practices in home-based instruction, where small group formats are increasingly common.

Compatibility with Residential Areas

Existing Land Use By-law provisions continue to ensure that Home Based Businesses remain subordinate and compatible with residential uses.

Parking Considerations

Public feedback identified parking and on-street congestion as the primary concern associated with permitting group instruction.

In response, a range of options has been developed (Appendix A), from maintaining the current framework to introducing additional regulatory controls.

Staff Recommendation:

Staff recommend Option 2 – Scaled Parking Requirement, which:

- Maintains the existing requirement of 1 additional space for lower-intensity use;
- Introduces a requirement for 2 spaces where more than four (4) participants are present;
- Provides a clear and proportional response to increased demand; and
- Remains simple, predictable, and enforceable.

Scale and Use Interpretation

The amendment represents a modest increase in intensity and remains consistent with the scale of a home-based use.

Enforcement Considerations

The inclusion of a defined participant threshold and corresponding parking requirement improves clarity and enforceability.

Public Participation

A Public Participation Meeting was held on March 26, 2026.

Summary of Input:

- Concerns raised regarding on-site parking and potential on-street congestion

The recommended approach (Option 2) responds directly to this concern.

Correspondence from the applicant was read by staff can be found in Appendix B.

Conclusion

The proposed amendment represents a balanced and targeted refinement to the Land Use By-law.

It supports evolving home-based business practices while:

- Maintaining residential compatibility
- Addressing parking impacts
- Providing clear and enforceable standards

Staff recommend that the amendment proceed to First Reading with Option 2 – Scaled Parking Requirement.

Attachments

Excerpt – Municipal Planning Strategy (Section 5.10 and Policy RS-24)

Excerpt – Land Use By-law Sections 5.1.2, 5.1.3, and 4.2.2

Appendix A – Proposed Amendments

Appendix B – Correspondence from Applicant

MPS

5.10 Home Based Occupations

A home based occupation is the use of a dwelling, or an accessory building on the same lot, for commercial activities; these activities must be clearly secondary to the use of the structure as a residential dwelling. Also, the property must be located in a residential zone. The purpose of regulating commercial activities in residential dwellings is to ensure compatible uses which do not add significant traffic, noise or other environmental conditions such as dust or odors.

Policy RS-24 *It shall be the intention of Council* to permit Home Based Occupations in any residential dwelling subject to regulations set out in the Land Use By-law, including;

- a) Restrictions on the type of business;
- b) Ensure the use is secondary to the main residential use on the lot; and
- c) Specifically regulate such things as floor area, number of employees, hours of operation, accessory buildings, parking, outdoor storage, signage, and obnoxious uses.

LUB

5.1.2 Home Based Businesses

In all Residential Zones, Home Based Business are permitted in any dwelling unit or a building accessory to the dwelling unit, subject to the following requirements:

- a) The dwelling is occupied as a residence by the owner of the Home Based Business;
- b) The appearance of the dwelling is consistent with a residential use and is not changed by the business or professional use;
- c) Not more than 25% of the total floor area of the dwelling up to a maximum of 500 ft² (46.45 m²) is devoted to the professional or business use;
- d) 1 off-street parking space, other than that required for the dwelling, is required;
- e) 1 non-illuminated business identification sign, being a maximum of 3ft² (0.27 m²) affixed to the building;
- f) No open storage or outdoor display associated with the business shall be permitted;
- g) It shall be conducted within the dwelling or accessory building;
- h) There shall be no exterior evidence of the conduct of the business or professional use;
- i) It shall not be an obnoxious one;
- j) No change in the roofline or bulk of the building as a result of the home occupation;
- k) No mechanical equipment is used except that reasonably consistent with a dwelling; and
- l) There shall be not more than 1 assistant who is not a resident in the dwelling employed by the use.

5.1.3 Home Based Businesses Permitted

- a) Under this By-law, Office and Professional uses permitted as a home based business shall include, but not be limited to, the following:
 - i. Health care professional, lawyer, business management consultant, accountant, public engineer, architect, business broker, marketing or sales agents, real-estate agent, skilled trades, technology or arts professionals, insurance or property appraisal practitioners, administrative and consulting services, and other business or professional services;
- b) Daycare/Nursery School, up to a maximum of 6 children;
- c) Under this By-law, Goods and Service uses permitted as a home based business shall include, but not be limited to, the following:
 - i. Dressmaking and tailoring; hairdressing and barber shops; private one on one instruction or tutoring in the arts, sciences or technologies; the crafting or repair of household goods, small engines and motors, appliances, computers, personal affects or upholstery; pet grooming; and
- d) Only the sale of goods and materials produced, assembled, refinished, repaired or used on site shall be permitted

Table 4.2 *Parking Requirements*

Land Use	Parking Requirement
<i>Residential Land Use</i>	
Dwelling Units (<4 dwelling units)	1 parking space per dwelling unit
Multi-Unit Dwellings (>4 dwelling units)	1.25 parking spaces per dwelling unit
Home Based Business	1 space in addition to the space required by the dwelling unit

Appendix A – Consolidated Proposed Land Use By-law Amendments

1. Amendment to Section 5.1.3(c)(i)

“Private instruction or tutoring in the arts, sciences or technologies, including classes of up to eight (8) individuals at any one time.”

2. Parking Regulation Options for Consideration

Option 1 – Status Quo

No amendments to parking provisions.

Option 2 – Scaled Parking Requirement (Recommended)

Amend Section 5.1.3(c) by adding:

(ii) Notwithstanding Section 5.1.2(d), where private instruction involves more than four (4) participants at any one time, a minimum of two (2) off-street parking spaces, in addition to those required for the dwelling, shall be provided.

Amend Table 4.2 – Parking Requirements:

Home Based Business

- a) 1 space in addition to the space required by the dwelling unit;
- b) Where private instruction involves more than four (4) participants at any one time, 2 spaces in addition to those required for the dwelling unit.

Option 3 – Performance-Based Requirement

Amend Section 4.2.2(a) by adding:

vi. where a Home Based Business involves instruction or client attendance, the Development Officer may require additional off-street parking where warranted.

Option 4 – Operational Control

Amend Section 5.1.3(c) by adding:

(ii) Private instruction shall be conducted in a manner that does not result in on-street parking congestion or traffic impacts within the surrounding residential area.

Option 5 – Hybrid Approach

Combination of Option 2 and Option 4:

- Scaled parking requirement; and
- Operational control respecting on-street congestion.

Appendix B – Correspondence from Applicant

The Fibre Loft is currently running from a studio in the property's carriage house. The studio is for personal use, designing, as well as virtual classes and one on one tutoring. This is in various Fibre Arts including knitting, crochet, tatting, needle felting, hand and machine sewing.

I would like to expand the business to include group classes for up to 8 people in person. I ran a similar business previously in Bedford and it grew to be a great asset to the area not only teaching great life skills for practicality and fun, but also providing a good social and therapeutic environment for both adults and children.

I believe it would bring these things to Kentville and provide a good community resource. Providing these things from a property that is already owned by us (therefore not huge overheads) means I can keep costs for the classes/courses reasonable and affordable for most people.

There will be no alterations needed to the current property as it is suitable as is.

There would be minimal impact on the neighborhood as far as noise/busyness/traffic as we are already on Main Street and we are able to offer parking on the property for up to 8 cars (not including grassed areas).

Title: Planning Advisory Committee – Amendments to the Municipal Planning Strategy and Land Use Bylaw Regarding Concurrent Construction

Meeting Date: April 22, 2026
Department: Planning and Development

RECOMMENDATION

That Council gives First Reading to amendments to the Municipal Planning Strategy and Land Use By-law to permit the issuance of development permits for Non-Occupied Dwellings prior to final subdivision approval, subject to appropriate controls respecting servicing, infrastructure, and occupancy.

SUMMARY

This report presents proposed amendments to the Municipal Planning Strategy and Land Use By-law to enable concurrent construction and subdivision development through the introduction of Non-Occupied Dwellings, allowing building permits to be issued prior to final subdivision approval. It outlines the evolution of the approach from a more complex, subdivision-driven framework to a simplified policy- and zoning-based model that relies on existing permitting tools and removes the need for new agreements and financial securities.

The report explains the rationale for this shift, details the proposed regulatory controls to ensure that construction can proceed safely while prohibiting occupancy until all servicing and approval requirements are met, and positions the amendments as a means to support more timely housing delivery while maintaining appropriate oversight.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Proposed Amendments to the Municipal Planning Strategy and Land Use By-law Concurrent Construction and Permitting (Non-Occupied Dwellings)

Planning Advisory Committee Staff Report

Meeting Date: April 15, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT the Planning Advisory Committee recommend that Council give First Reading to amendments to the Municipal Planning Strategy and Land Use By-law to permit the issuance of development permits for Non-Occupied Dwellings prior to final subdivision approval, subject to appropriate controls respecting servicing, infrastructure, and occupancy.

Purpose of Report

The purpose of this report is to present a revised approach to enabling concurrent subdivision and building construction, and to explain how the current proposed amendments differ from the earlier January 2026 proposal. The report outlines the rationale for the revisions and how the updated framework simplifies implementation while maintaining appropriate safeguards.

Background

In January 2026, Council considered a set of amendments intended to allow early construction within subdivisions prior to final approval. These amendments proposed a framework whereby development permits could be issued following tentative subdivision approval, supported by a new subdivision agreement mechanism and associated financial securities.

The intent of the original proposal was to reduce delays in housing delivery by allowing construction to proceed concurrently with subdivision servicing, while ensuring that occupancy could not occur until all municipal requirements were satisfied.

Following further review by staff, including consideration of implementation, administration, and alignment with existing municipal regulations, a revised approach has been developed.

Overview of Original (January) Approach

The January proposal introduced a subdivision-driven framework for early construction. This included the creation of a new section within the Subdivision By-law to regulate construction prior to final approval.

Under this approach, developers would be required to enter into a Tentative Agreement for Early Construction and Servicing with the Town. The agreement would establish construction sequencing, servicing milestones, and inspection requirements. In addition, financial securities would be required on a per-unit basis to ensure site stabilization and completion of servicing in the event that subdivision approval was not finalized.

Development permits for what were defined as “Non-Occupied Dwellings” could be issued during the tentative subdivision stage, with occupancy explicitly prohibited until all subdivision and servicing requirements were satisfied.

While this framework provided a high degree of control, it relied heavily on new subdivision processes, agreements, and securities.

Overview of Revised (March) Approach

The revised amendments shift the regulatory framework away from the Subdivision By-law and instead rely on policy direction within the Municipal Planning Strategy and controls within the Land Use By-law.

The revised approach introduces Municipal Planning Strategy policies that explicitly recognize concurrent subdivision and construction as an acceptable form of development sequencing. These policies establish that development permits and building permits for Non-Occupied Dwellings may be issued prior to final subdivision approval, provided that appropriate controls are in place.

Within the Land Use By-law, these controls are implemented through provisions respecting frontage on future streets, minimum building separation, and the requirement for a development permit for change of use prior to occupancy.

Under this approach, a Non-Occupied Dwelling is defined as a structure that may be constructed but not occupied. Occupancy is strictly prohibited until final subdivision approval has been granted, the plan registered, municipal services installed and accepted, and all applicable permits issued.

This revised framework eliminates the need for a new subdivision agreement structure and associated securities, while maintaining clear controls over when construction may occur and when occupancy is permitted.

Key Differences Between Approaches

The primary difference between the January and March proposals is the regulatory mechanism used to enable early construction.

The original approach relied on the Subdivision By-law to regulate both lot creation and construction sequencing, introducing new agreements and securities to manage risk. In contrast, the revised approach separates these functions by maintaining the Subdivision By-law's role in lot creation and servicing, while using the Municipal Planning Strategy and Land Use By-law to regulate construction and occupancy.

The revised approach also simplifies administration by removing the need for additional agreements and financial securities, and instead relying on existing municipal tools, including development permits, building permits, and occupancy controls.

Importantly, both approaches maintain the same fundamental safeguard: that occupancy cannot occur until subdivision approval and servicing requirements are fully satisfied.

Rationale for Revision

The amendments were revised to improve clarity, reduce administrative complexity, and better align with the structure and intent of municipal planning legislation.

The original approach introduced overlap between the Subdivision By-law and Land Use By-law, resulting in a more complex regulatory framework. The revised approach clarifies the distinct roles of each instrument, with subdivision regulations governing lot creation and servicing, and land use regulations governing construction and use.

In addition, staff determined that the use of financial securities specific to early construction was not necessary, as existing legislative tools provide sufficient authority to address incomplete or unsafe development conditions.

The revised approach therefore achieves the same objective—facilitating earlier construction—through a more streamlined and legally coherent framework.

Implications

The proposed amendments will enable residential construction to begin earlier in the development process, which may assist in reducing delays in housing delivery.

At the same time, the amendments maintain appropriate safeguards to ensure that infrastructure, servicing, and public safety are not compromised. Occupancy will remain prohibited until all municipal requirements have been met.

The revised framework is expected to be more straightforward to administer for staff, and more transparent for developers and the public.

Conclusion

The revised amendments represent a refinement of the original proposal, maintaining the objective of enabling concurrent construction while simplifying the regulatory approach.

By shifting the framework from a subdivision-based system to a policy- and zoning-based system, the Town is able to facilitate housing development more efficiently while preserving necessary oversight and controls.

Appendix A – Proposed Revisions

MPS

5.14 – Permitting of Non-Occupied Dwellings and Construction Sequencing

Council recognizes that the sequencing of subdivision approval, servicing installation, and vertical construction can create delays in housing delivery where physical construction could reasonably proceed in advance of final plan registration.

It is the intent of Council to permit the issuance of development permits and building permits for Non-Occupied Dwellings (NODs) in the Single Unit Dwelling (R1) and One and Two Unit Dwelling (R2) zones prior to final subdivision approval and registration, provided that such permission does not compromise infrastructure standards, servicing requirements, public safety, or municipal oversight.

This process is intended solely to facilitate construction sequencing and shall not be interpreted as creating a lawful residential use or a relaxation of subdivision, servicing, or occupancy requirements.

Occupancy of any NOD constructed under this process shall remain prohibited until final subdivision approval has been granted, the plan registered, all applicable municipal approvals have been obtained, and a change of use development permit has been issued.

Policy RS-28

It shall be the intention of Council to recognize that subdivision approval and vertical construction may proceed concurrently and in phases, if required. Council shall permit issuance of development and building permits for NODs in the Single Unit Dwelling (R1) and One and Two Unit Dwelling (R2) zones prior to final subdivision approval and plan registration, where appropriate controls are in place. These controls shall be implemented through provisions in the Land Use By-law and Building By-law by:

- a) requiring tentative subdivision approval
- b) requiring frontage on future streets,
- c) requiring minimum building separation, and
- d) controlling occupancy permit issuance.

Policy RS-29

It shall be the intention of Council to recognize that the issuance of a development permit for a NOD prior to final subdivision approval shall not:

- a) constitute lawful establishment of a dwelling use;
- b) waive subdivision requirements; or
- c) permit occupancy.

Policy RS-30

It shall be the intention of Council to ensure that occupancy is not permitted prior to the final plan of subdivision. Occupancy shall remain prohibited until final subdivision approval has been granted, the plan is registered, all required municipal approvals issued, and a change of use development permit from a NOD to a single-unit detached dwelling or a two-unit dwelling has been issued.

Policy RS-31

It shall be the intention of Council to permit the change in use of a NOD to a single-unit detached dwelling or a two-unit dwelling once:

- a) Final Plan of Subdivision approval has been granted; and
- b) Required municipal services are installed, approved, and operational

Policy GD-9

4.2.7 One Main Building on a Lot

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

Policy GD-9

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

- a) General Commercial (C1);
- b) Highway Commercial (C2);
- c) Industrial (M1);
- d) Medium Density Residential Dwelling (R3);
- e) High Density Residential Dwelling (R4);

Policy GD-9a

It shall be the intention of Council to allow more than one main building on a lot in the R1 and R2 zones subject to Policies RS-28 to RS-31.

LUB

Part 1 Definitions (proposed definition)

Non-Occupied Dwelling means a single unit detached dwelling or a two-unit dwelling that is not occupied.

4.1.14 Frontage on a Street

- a) No development permit shall be issued for a use on a lot unless the lot abuts a public street or otherwise has legal access as per Section 4.1.11.
- b) Notwithstanding 4.1.14(a), development permits for Non-Occupied Dwellings on a lot abutting a future street may be issued provided a tentative plan of subdivision is approved by the Development Officer and all other applicable sections of this By-law are met.

4.1.19 One Main Building on a Lot

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

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

All above zones are subject to the following requirements:

- i. Except as otherwise provided herein, the minimum distance between main buildings on the same lot shall be 20 ft (6.10 m), or one-half the height of the highest abutting wall, whichever is greater.
- ii. Notwithstanding subsection (i), more than one NOD may be permitted in the Single Unit Dwelling (R1), One and Two Unit Dwelling (R2), Medium Density Residential (R3), and High Density Residential (R4) Zones, subject to Section 4.1.14(b), provided that the minimum distance between buildings on the same lot shall be 8 ft (2.4 m).

5.1.14 Change of Use from Non-Occupied Dwelling to a Dwelling

A Development Permit for Change of Use from Non-Occupied Dwelling to Single Unit Detached Dwelling or Two Unit Dwelling shall be obtained before occupancy.

Issuance of a Development Permit authorizing the Change of Use shall require confirmation that:

- a) the requirements of Policy RS-31 of the Municipal Planning Strategy have been satisfied; and
- b) all other Land Use By-law regulations have been met.

5.2.2 Permitted Uses with Conditions

- c) Non-Occupied Dwellings subject to 4.1.14.

5.3.2 Permitted Uses with Conditions

- h) Non-Occupied Dwellings subject to 4.1.14.

5.4.2 Permitted Uses with Conditions

- e) Non-Occupied Dwellings subject to 4.1.14.

5.5.2 Permitted Uses with Conditions

- a) (v) Non-Occupied Dwellings subject to 4.1.14.

Building By-law

4.6 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.

Appendix B- January Staff Report

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

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

FOR RECOMMENDATION

RECOMMENDATION

THAT Council:

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

BACKGROUND

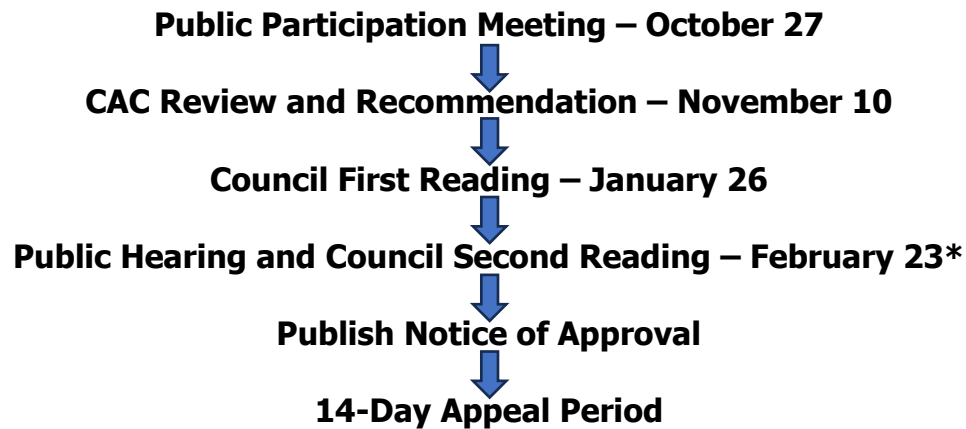
Following the recommendation of the Council Advisory Committee on November 10, 2025, Staff reviewed and confirmed the process, policy, and regulations with the Town Solicitor, Town Public Works, and Building Officials. Through these discussions, staff have suggested additional amendments to the Municipal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

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

RECOMMENDATION

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

NEXT STEPS



*anticipated dates; final dates set by Council

Respectfully submitted,

**Darren Shupe, Director of Planning and Development
Town of Kentville**

Attachments:

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

APPENDIX A – DRAFT MUNICIPAL PLANNING STRATEGY AMENDMENTS

4.2.7 One Main Building on a Lot

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

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

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

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

Part 1 Definitions (proposed definition)

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

Section 3.7 – Concurrent Construction (New Clause)

3.7.1 Conditional Permitting within Tentatively Approved Subdivisions

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

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

3.7.2 Limitations of Issuance of Non-Occupied Dwelling Development Permits

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

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

3.7.3 Occupancy Restrictions

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

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

3.7.4 Authority Not Limited

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

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

3.7.5 Withholding or Suspension of Development Permits

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

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

3.7.6 Occupancy of a Non-Occupied Dwelling

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

4.1.19 **One Main Building on a Lot**

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

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

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

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

5.2 Single Unit Dwelling (R1) Zone

5.2.2 Permitted Uses with Conditions

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

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

5.3 One and Two Unit Dwelling (R2) Zone

5.3.2 Permitted Uses with Conditions

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

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

5.4 Medium Density Residential (R3) Zone

5.4.2 Permitted Uses with Conditions

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

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

5.5 High Density Residential (R4) Zone

5.5.2 Permitted Uses with Conditions

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

a) requirements of this By-law:

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

5.6 Large Lot Residential (R5) Zone

5.6.2 Permitted Uses with Conditions

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

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

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

APPENDIX C – DRAFT SUBDIVISION BYLAW AMENDMENTS

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

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

C. Early Construction Following Tentative Subdivision Approval

5.14 Purpose

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

5.15 Tentative Agreement Required

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

The Tentative Agreement shall include terms respecting:

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

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

5.16 Site Stabilization Security for Early Construction

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

5.17 Application to Phased Subdivisions

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

Title: Planning Advisory Committee - Reinitiation of Heritage Registration Process for Six Properties

Meeting Date: April 22, 2026
Department: Planning and Development

RECOMMENDATION

That Council request staff to process the previously considered heritage properties, following adoption of the amended Heritage Property By-law, to ensure full compliance with statutory notice and appeal requirements.

SUMMARY

This report outlines proposed amendments to the Town of Kentville's Heritage Property By-law to reflect the transition of advisory responsibilities from the former Heritage Advisory Committee to the Planning Advisory Committee, and to improve administrative clarity around notice and registration procedures. It also provides background on the heritage registration process and explains the need to re-initiate the designation of six previously considered properties due to a procedural error in the timing of mailed notice. The report confirms that these properties remain strong candidates for designation and presents a path forward to complete the process in full compliance with legislative requirements.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Amendments to the Heritage Property By-law and Processing of Six Heritage Property Registrations

Planning Advisory Committee Staff Report

Meeting Date: April 15, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT the Planning Advisory Committee recommend that Council request staff to process the six previously considered heritage properties, following adoption of the amended By-law, to ensure full compliance with statutory notice and appeal requirements.

Purpose

The purpose of this report is to present amendments to the Heritage Property By-law to reflect the transition of advisory responsibilities from the former Heritage Advisory Committee to the Planning Advisory Committee, and to seek a recommendation to Council to re-initiate the registration process for six heritage properties due to a procedural error in the original notification process.

Background

Town of Kentville administers heritage property registration in accordance with its Heritage Property By-law and the enabling provisions of the Nova Scotia Heritage Property Act.

Historically, advisory functions related to heritage matters were carried out by the Heritage Advisory Committee. With the establishment of the Planning Advisory Committee, these responsibilities are now intended to be consolidated under a single advisory body to improve administrative efficiency, streamline processes, and align with the Town's broader planning framework.

As part of this transition, amendments to the Heritage Property By-law are required to formally reassign these responsibilities.

Separately, six properties were previously brought forward for heritage registration. During that process, it was identified that notice of appeal was not mailed to affected property owners within the required timeframe. As proper notice is a fundamental requirement of the registration process, this procedural error affects the validity of the original process.

Discussion

The primary purpose of the proposed amendments is to update the governance structure of the Heritage Property By-law by replacing references to the Heritage Advisory Committee with the Planning Advisory Committee. This change reflects current practice and ensures that the By-law accurately assigns advisory responsibilities moving forward. In addition to this governance update, the amendments introduce minor procedural clarifications to improve the administration of the By-law. These include clearer direction regarding notice requirements, timing, and internal consistency of the registration process. These refinements are administrative in nature and are intended to support consistent and compliant implementation.

During review of the heritage registration process, staff identified that the timing requirements for mailed notice following Council's decision were not met in the case of six properties previously considered for designation. While the intent of the process was achieved, strict adherence to statutory requirements is necessary to ensure that Council's decisions are legally sound and defensible.

To address this, staff recommend that the six properties be processed following adoption of the amended By-law. These properties remain strong candidates for heritage designation based on their cultural, historical, and architectural value. The proposed action is not a reassessment of their merit, but a re-initiation of the process to ensure full compliance with legislative requirements.

Processing will include issuing properly timed written notice to affected property owners, providing an opportunity for appeal in accordance with the legislation, and bringing the properties forward for final consideration by Council. This approach ensures that any resulting designation is procedurally sound and legally defensible.

Policy and Legislative Context

Heritage Property By-law is enacted under the authority of the Nova Scotia Heritage Property Act, which establishes requirements for notice, registration, and appeal.

The proposed amendments align the By-law with the Town's current governance structure while ensuring that all procedural requirements continue to meet legislative standards.

Conclusion

The proposed amendments to the Heritage Property By-law primarily serve to update the Town's advisory structure by assigning heritage-related responsibilities to the Planning Advisory Committee.

At the same time, the amendments provide an opportunity to strengthen procedural clarity and address a previously identified notification error. Processing the six properties following adoption of the amended By-law ensures that the Town's heritage program proceeds in a manner that is consistent, transparent, and fully compliant with legislative requirements.

This approach maintains the integrity of the process while supporting Council's intent to recognize and protect heritage resources.

Attachments

- Appendix A – Proposed Heritage Property By-law Amendments
- Appendix B – CAC Staff Report – December 8, 2025



Town of Kentville Bylaw 204 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 204 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 Heritage Advisory Committee may receive from a Registered Owner, an application to have a property considered a Municipal Heritage Property.

7. DE-REGISTRATION

The owner(s) of a Municipal Heritage Property may apply to, or the Town on its own motion may, deregister a Municipal Heritage Bylaw.

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 you 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.
- h. 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.

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:
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

Recommendations from the Heritage Advisory Committee Regarding the Proposed Heritage Designation of Six Heritage Sites

To: Council Advisory Committee
Meeting Date: December 8, 2025
Department: Planning and Development

RECOMMENDATION

THAT the Council Advisory Committee recommend to Council that consideration be given to adding the following six heritage sites to its Registry of Municipal Heritage Properties, and prior to doing so, provide the required notice to each property owner:

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

Purpose of Report

The purpose of this report is to introduce the first six heritage sites recommended by the Heritage Advisory Committee (HAC) at their meeting on November 13, 2025, for consideration as Municipal Heritage Properties under the Town of Kentville Heritage Property By-law. This is the first set of candidate registrations reviewed through the new By-law. The Council Advisory Committee (CAC) is asked to review the information, consider the HAC's recommendations, and forward a recommendation to Council directing staff to proceed with the notification and registration steps outlined in the By-law.

Background: Heritage Property By-law Overview

The Provincial Heritage Property Act enables municipalities to register heritage properties with the purpose of providing *for the identification, designation, preservation, conservation, protection and rehabilitation of buildings, public-building interiors, structures, streetscapes, cultural landscapes, areas and districts of historic, architectural or cultural value, in both urban and rural areas, and to encourage their continued use.*

Authority

The Town of Kentville Heritage Property By-law establishes the Registry of Heritage Property and sets out procedures for evaluating, recommending, and registering properties of architectural, historical, and cultural significance.

- Section 3.4 empowers the Heritage Advisory Committee to advise Council on the inclusion of buildings, streetscapes, and landscapes into the Town’s Registry.
- Section 4.2(a) states that the registration process may begin through recommendation of the Heritage Advisory Committee.

Purpose of the By-law

As outlined in Section 2.0, the Town maintains a Registry of Heritage Property for the purpose of recognizing and conserving properties of special heritage value. Registration ensures formal acknowledgment, public visibility, and long-term protection under the By-law.

First Implementation of the By-law

This report represents the first occasion on which properties have been evaluated and brought forward under the By-law. As such, this report also outlines the process for the benefit of CAC and Council.

Summary of the Registration Process

Step 1 — Identification & Evaluation (HAC)

Using the heritage evaluation criteria in the By-law (age, architect/builder, historic associations, architectural style, craftsmanship, integrity, and contextual value), HAC reviewed submitted materials and completed a checklist for each candidate property.

Step 2 — HAC Recommendation to Council (Section 3.4)

HAC passed motions the November 13, 2025 meeting recommending that each of the six heritage sites be forwarded to Council for consideration of registration.

Step 3 — Council Direction to Staff (Section 4.2(a))

If Council accepts CAC’s recommendation, staff prepare and send a Notice of Recommendation to each property owner, as required by the By-law.

Step 4 — Owner Notification (Sections 14(2)–(3) of the Act)

The Notice of Recommendation must include:

- reasons for registration,
- the consequences of registration,
- a statement that no person shall alter or demolish the property for 120 days after service of the notice, and
- notification of the owner’s right to be heard before Council, including the time and place for the hearing.

Step 5 — Council Decision (Section 15 of the Act)

After serving notice for at least 30 days and providing the owner an opportunity to be heard, Council may:

- confirm registration,
- refuse registration, or
- defer pending additional information.

Step 6 — Entry into the Registry

If approved, the Town Clerk records the property in the Registry, consistent with Section 2.0.

Candidate Properties Recommended by HAC

The following six heritage sites were evaluated using the criteria outlined in the Heritage Property By-law (Pages 7–8). Each summary below provides a concise description of the property’s significance and justification for consideration of registration.

Heritage Centre (Former CN Rail Station at 66 Station Lane) and Rail Bridges

The Heritage Centre is a well-preserved early 20th-century railway station with strong associations to the growth of the Cornwallis Valley Railway and the development of Kentville as a regional transportation hub. The building demonstrates high architectural integrity, retains original massing and materials, and continues to convey its historic rail-era character. The property meets the criteria for architectural design value, historical associations, and contextual importance to the town’s railway heritage.

In addition to the former CN Rail Station, there are two rail bridges which represent the last few intact elements of Kentville’s rail age. The western bridge (Cornwallis Valley Rail Line) located just north of the Shannex Complex and is comprised of two properties; PIDs

55520423 (north side of Cornwallis River) and 55495972 (south side). The eastern bridge (Dominion Atlantic Rail Line) is located on PID 55374573 north of the Curling Club. While the decking of the bridges have been upgraded to accommodate the trail systems, the remaining steel superstructure retains the enough of the original elements to remain relevant.

Main Street Station (Former Cornwallis Inn) – 325 Main Street

Main Street Station is a landmark brick structure constructed during the early 20th century as a hotel in part of the domain of Sir William Mackenzie’s rail network. The property exhibits period architecture, significant craftsmanship, and strong associations with Kentville’s role as a regional service centre. Its scale and prominence contribute materially to the downtown streetscape. The property meets the criteria for architectural style, age, historic associations, and contextual value.

Stagecoach Inn Properties (Multiple Addresses)

The Stagecoach Inn properties include historically significant commercial buildings associated with early transportation, commerce, and main-street development patterns. Their forms, façades, and contextual relationships contribute strongly to the heritage character of the downtown. Although some alterations have occurred, key architectural elements remain intact. The properties meet criteria related to streetscape value, age, and historical use.

Oak Grove Cemetery – 95 Main Street

Oak Grove Cemetery is a historically important burial ground containing grave markers dating to Kentville’s early settlement period. The site reflects local cultural history, community identity, and funerary practices. Integrity of layout, materials, and marker craftsmanship remains high. The property meets criteria for age, historical association, and cultural landscape value.

Policy Context

The following sections of the By-law and Act support the evaluation and registration process:

- Heritage Property By-law Sections 3.4, 4.0, and 4.2(b)
- Heritage Evaluation Criteria (By-law Pages 7–8)

- Heritage Property Act Sections 14 and 15, which establish the notification, hearing, and registration requirements.

Financial and Administrative Considerations

There are no direct financial implications associated with issuing Notices of Recommendation and completing the registration process. Staff time is required to prepare notices, manage any owner responses, and update the Heritage Registry.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Appendices:

APPENDIX A — HERITAGE PROPERTY COVERSHEETS

A1 — HERITAGE PROPERTY COVERSHEET

Property: Kentville Heritage Centre (Former CN Rail Station)

Property Information

- Civic Address: 66 Station Lane
- PID: 55496673
- Owner(s): Town of Kentville
- Year Built: 1988

Heritage Description (Summary)

The Heritage Centre is a former CN rail station associated with the Cornwallis Valley Railway line. It retains original form, roofline, materials, and rail-era massing. The structure has high architectural integrity and conveys the character of Kentville's transportation history. Its cultural value is strengthened by its continued use and its contextual prominence near the rail corridor.

Heritage Value Checklist (per Heritage Property By-law)

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓

- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: “That the Heritage Advisory Committee recommend to Council that the property known as the Heritage Centre (Former CN Rail Station) be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee.”

Date of HAC Meeting: November 13, 2025

A2 — HERITAGE PROPERTY COVERSHEET

Property: Main Street Station (Former Cornwallis Inn)

Property Information

- Civic Address: 325 Main Street
- PID: 55246870
- Owner(s): Private Owner
- Year Built: 1920s (railway hotel)

Heritage Description (Summary)

The Main Street Station building is a large brick edifice originally constructed as a hotel, part of the railway-driven development of downtown Kentville. The building features period brickwork, grand scale, landmark presence, and historically intact elements reflective of early 20th-century commercial rail-era architecture. It has strong historical associations with regional transportation, tourism, and Kentville’s development as a commercial centre.

Heritage Value Checklist

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer

Do not recommend

Motion Reference: “That the Heritage Advisory Committee recommend to Council that the property known as the Main Street Station be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee.”

Date of HAC Meeting: November 13, 2025

A3 — HERITAGE PROPERTY COVERSHEET

Property: Stagecoach Inn Properties (Multiple Addresses)

Property Information

- Addresses: Multiple
- PID(s): 55260012, 55246771, 55260004, 55259998
- Owner(s): Private Owner
- Year Built: Approximately late 19th to early 20th century

Heritage Description (Summary)

The Stagecoach Inn properties represent an intact cluster of early transportation-related commercial buildings in downtown Kentville, historically connected to stagecoach routes and main-street commercial development. Despite some alterations, the structures retain defining features such as scale, rooflines, window proportions, and façades that contribute strongly to the heritage streetscape. They hold significant contextual and associative value.

Heritage Value Checklist

- Architectural / Design Value — ✓
- Historical / Cultural Significance — ✓
- Integrity / Condition — ● (partially intact)
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: “That the Heritage Advisory Committee recommend to Council that the properties collectively known as the Stagecoach Inn Properties be considered for registration as Municipal Heritage Properties under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee.”

Date of HAC Meeting: November 13, 2025

A4 — HERITAGE PROPERTY COVERSHEET

Property: Oak Grove Cemetery

Property Information

- Civic Address: 95 Main Street
- PID: 55260756
- Owner(s): Private Owner
- Year Established: 19th century

Heritage Description (Summary)

Oak Grove Cemetery is one of Kentville's earliest burial grounds, containing gravestones and funerary monuments significant to the Town's early settlement and cultural history. The site retains original layout, historic plantings, and marker craftsmanship. It contributes a unique cultural landscape value and holds strong historic associations with early residents and community development.

Heritage Value Checklist

- Architectural / Design Value — ✓ (stonework, monument craft)
- Historical / Cultural Significance — ✓
- Integrity / Condition — ✓
- Context within Community — ✓

HAC Recommendation

- Register as Municipal Heritage Property
- Defer
- Do not recommend

Motion Reference: "That the Heritage Advisory Committee recommend to Council that Oak Grove Cemetery be considered for registration as a Municipal Heritage Property under the Town of Kentville Heritage Property By-law, and that this recommendation be forwarded to the Council Advisory Committee."

Date of HAC Meeting: November 13, 2025

Title: Planning Advisory Committee – Endorsement of Process for Reviewing Amendments to the Municipal Planning Strategy and Land Use Bylaw Regarding Program-Based Housing and Emergency Shelters

Meeting Date: April 22, 2026
Department: Planning and Development

RECOMMENDATION

That Council endorse the revised policy direction outlined herein regarding program-based housing and emergency shelters and direct staff to prepare revised amendments to the Municipal Planning Strategy and Land Use By-law, undertake a Public Participation Meeting, and return the amendments to the Planning Advisory Committee prior to consideration by Council for First Reading.

SUMMARY

This report revisits proposed amendments to the Municipal Planning Strategy and Land Use By-law related to Program-Based Housing and Emergency Shelters, outlining a refined policy direction following additional analysis, public feedback, and legal review. It explains the rationale for stepping back from the initial approach to improve clarity, consistency, and defensibility, particularly by simplifying definitions, aligning program-based housing with other residential uses, and reclassifying emergency shelters as an institutional use.

The report presents the updated framework, including revised permissions and approval processes, and recommends a structured path forward that re-engages the Planning Advisory Committee and the public prior to advancing the amendments to Council for First Reading.

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Reconsideration of Amendments to the Municipal Planning Strategy and Land Use By-law — Program-Based Housing and Emergency Shelters

Planning Advisory Committee Staff Report

Meeting Date: April 15, 2026
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT the Planning Advisory Committee:

Recommend that Council endorse the revised policy direction outlined herein and direct staff to prepare revised amendments to the Municipal Planning Strategy and Land Use By-law, undertake a Public Participation Meeting, and return the amendments to the Planning Advisory Committee prior to consideration by Council for First Reading.

Purpose

The purpose of this report is to revisit and refine Town-initiated amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) respecting Program-Based Housing and Emergency Shelters. These amendments previously received First Reading from Council and were anticipated to proceed directly to Public Hearing.

Following First Reading, staff undertook additional analysis informed by feedback received through the Public Participation Meeting, internal review, and legal input. Through this process, it became evident that refinements to both the definitions and the regulatory structure would improve clarity, consistency, and defensibility. As a result, staff are recommending that the Town step back in the process to allow for a revised approach to be considered by both PAC and Council prior to undertaking further public engagement.

This approach reflects a refinement of the Town's original initiative and is intended to ensure that the final amendment package is clear, implementable, and aligned with the Town's authority under the Municipal Government Act.

Background

Kentville's current planning framework does not clearly define or regulate housing forms that include structured supports or program-based living arrangements. As a result, such

uses have historically been interpreted through existing residential or institutional categories, which has at times led to uncertainty and inconsistent application.

To address this gap, the Town initiated amendments to define Program-Based Housing and related uses, clarify institutional definitions, and enable these housing forms within the Medium Density Residential (R3) Zone. The initial framework introduced distinctions between Supportive Housing, Transitional Housing, and Emergency Shelters, and proposed a combination of Site Plan Approval and Development Agreement controls.

Council provided First Reading to these amendments based on that framework, with the intention of proceeding to Public Hearing.

Rationale for Reconsideration

Following First Reading, further review identified several areas where the proposed framework would benefit from refinement.

The distinction between Supportive Housing, Transitional Housing, and Emergency Shelters relied in part on factors such as duration of stay and the circumstances of occupants. These distinctions proved difficult to define in a clear and enforceable manner and created overlap between use categories. This raised concerns regarding the ability of staff to consistently interpret and apply the definitions and introduced the potential for the framework to be perceived as regulating occupants or program characteristics rather than the use of land and buildings.

In addition, the original amendments proposed regulatory standards for Program-Based Housing that differed from those applied to other multi-unit residential development in the R3 Zone. Upon review, this approach was found to introduce inconsistency where the built form, scale, and function of development are otherwise comparable. A more consistent approach to residential uses is considered more appropriate and defensible. The classification of Emergency Shelter was also reconsidered. It was determined that Emergency Shelter is more appropriately categorized as an Institutional Use, reflecting its service-oriented nature and operational characteristics. This distinction allows for more appropriate siting and review through the Development Agreement process.

Legal review reinforced the importance of ensuring that land use regulations focus on the physical use of land and buildings and avoid reliance on subjective or operational characteristics. The revised approach responds directly to this guidance.

Revised Policy Direction

The revised approach simplifies and clarifies the framework while maintaining the Town's original objective of enabling a broader range of housing options.

Program-Based Housing is defined as a residential use and is no longer divided into sub-categories for regulatory purposes. It is proposed to be permitted within the Medium Density Residential (R3) Zone and subject to the same Site Plan Approval requirements that apply to other multi-unit residential development. Development Agreements are required only where development exceeds eight units or sleeping rooms, ensuring that additional review is focused on larger-scale proposals.

Emergency Shelter is defined separately and categorized as an Institutional Use. It is proposed to be permitted within the Institutional (I) Zone and subject to Development Agreement. This ensures that site-specific considerations such as scale, access, and compatibility with surrounding uses can be addressed.

Additional refinements to the Institutional policies clarify that not all Institutional Uses are of the same scale or intensity and that certain uses may be directed to specific zones or approval processes.

Proposed Process Moving Forward

Given the extent of the revisions, staff recommend that the Town adjust the amendment process to ensure that the revised framework is fully considered prior to adoption.

The proposed process is as follows:

- Consideration of the revised approach by the Planning Advisory Committee;
- A Public Participation Meeting to present the refined framework;
- Return to the Planning Advisory Committee with final proposed amendments;
- Consideration by Council and First Reading of the revised amendments;
- Public Hearing; and
- Second Reading.

This process ensures that both PAC and Council have the opportunity to consider the revised approach prior to public engagement, and that the public is engaged on a clear and refined framework.

Discussion

The revised approach represents a refinement of the Town’s original initiative rather than a change in direction. The objective remains to enable Program-Based Housing as a form of residential development while ensuring compatibility with surrounding uses.

By simplifying the definitions, aligning Program-Based Housing with other residential uses, and clearly distinguishing Emergency Shelter as an Institutional Use, the Town improves clarity, consistency, and defensibility. This approach supports more predictable outcomes for applicants, staff, and the public.

The proposed process also enhances transparency by ensuring that the revised framework is clearly communicated and understood prior to formal adoption.

Conclusion

The Town-initiated amendments represent an important step in addressing housing needs within Kentville. Further review has demonstrated the value of refining the framework to improve clarity, consistency, and defensibility.

Staff recommend that the Planning Advisory Committee consider the revised approach and support advancing the amendments through the updated process prior to returning to Council for First Reading.

Respectfully Submitted,

Darren Shupe
Director of Planning and Development

Attachments

- Appendix A – Proposed Municipal Planning Strategy Amendments
- Appendix B – Proposed Land Use Bylaw Amendments
- Appendix C – Staff Report - First Reading 2025-12-15

Appendix A — Proposed Municipal Planning Strategy Amendments

Section 5.14 is amended to introduce policies respecting Program-Based Housing.

5.14 Program-Based Housing

Program-Based Housing represents a form of residential development that may incorporate shared or grouped living arrangements and may be associated with the provision of supports or services. While these features may distinguish such developments operationally, they do not alter the fundamental land use characteristics of the development as residential in nature.

It is the intent of Council that Program-Based Housing be regulated as a residential use and not be distinguished or differentiated based on the characteristics of occupants, the nature of services provided, or the organizational structure of the operator. Regulation shall instead be grounded in the physical use of land and buildings, including built form, scale, site design, and compatibility with surrounding development.

This approach is intended to ensure that the Land Use By-law is applied consistently and fairly across comparable forms of residential development, while providing clear and enforceable standards that support predictable outcomes for applicants, staff, and the community.

Policy RS-28 It shall be the intention of Council to recognize Program-Based Housing as a residential use providing accommodation within a shared or grouped living arrangement, which may include the provision of supports or services.

Policy RS-29 It shall be the intention of Council to enable Program-Based Housing within the Medium Density Residential (R3) Zone, subject to the requirements of the Land Use By-law. Program-Based Housing shall be subject to Site Plan Approval in accordance with the same thresholds and provisions applicable to other multi-unit residential development, in order to ensure compatibility of form, scale, and site design with surrounding development.

Policy RS-30 It shall be the intention of Council to require the Land Use By-law to establish provisions regulating the form, scale, and site design of Program-Based Housing to ensure compatibility with adjacent residential uses.

Policy RS-31 It shall be the intention of Council to require a Development Agreement for Program-Based Housing developments exceeding eight (8) dwelling units or sleeping units.

Chapter 9 shall be amended to include additional Institutional policies.

9.2.4 Institutional Use Differentiation

While Institutional Uses are generally encouraged within the Town, it is recognized that such uses may vary significantly in scale, intensity, and operational characteristics. As a result, not all Institutional Uses are appropriate in all locations or subject to the same approval processes.

It is the intent of Council to provide for a range of Institutional Uses while ensuring that those with greater potential for land use impact are appropriately located and subject to additional review where warranted.

Policy I-9 It shall be the intention of Council to recognize that Institutional Uses vary in scale and intensity, and that certain uses may be limited to specific zones or subject to additional approval requirements in accordance with the Land Use By-law.

Policy I-10 It shall be the intention of Council to permit Emergency Shelter uses within the Institutional (I) Zone by Development Agreement.

Section 4.2.4 Development Agreements shall be amended to include Emergency Shelters within the Institutional (I) Zone and Program-Based Housing exceeding eight (8) units within the R3 Zone as uses requiring Development Agreement.

Policy GD-5

It shall be the intention of Council that the following uses be permitted only by Development Agreement in accordance with the Municipal Government Act, the applicable provisions of this Strategy, and the evaluation criteria set out in Policies IM-10 and IM-11:

- f) Emergency Shelter uses within the Institutional (I) Zone.
- g) Program-Based Housing developments exceeding eight (8) dwelling units or sleeping units within the Medium Density Residential (R3) Zone.

Appendix B — Proposed Land Use By-law Amendments

PART 1 — DEFINITIONS

Add New Definition — Program-Based Housing

Program-Based Housing means a residential use providing accommodation within a shared or grouped living arrangement, which may include the provision of supports or services to residents, and may include individual or shared sleeping units, shared common areas, and accessory administrative or support functions. For the purposes of this By-law, Program-Based Housing shall be considered a residential use.

Add New Definition — Emergency Shelter

Emergency Shelter means a building or part thereof used to provide short-term accommodation and associated services for individuals requiring immediate shelter or protection, and may include accessory services, administrative offices, and support spaces.

Amend Definition — Institution

The definition of Institution shall be deleted and replaced with the following:

Institution means the use of land or buildings for the provision of public, community, health, educational, or social services, including but not limited to hospitals, schools, nursing homes, residential care facilities, treatment and rehabilitation centres, community living arrangements, and similar uses.

PART 4 — GENERAL PROVISIONS

Amend Section 4.1.27 — Site Plan Approval

Section 4.1.27 is amended by adding the following clause:

d) Program-Based Housing developments within the Medium Density Residential (R3) Zone, in accordance with the requirements of the applicable zone provisions.

Amend Section 4.1.9 — Development Agreements

Section 4.1.9 is amended by adding the following clause:

f) Program-Based Housing developments exceeding eight (8) sleeping units or dwelling units within the Medium Density Residential (R3) Zone.

PART 5 — RESIDENTIAL ZONES

Amend Section 5.4.1 — Permitted Uses (R3 Zone)

Section 5.4.1 is amended by adding the following use:

- Program-Based Housing

Amend Section 5.4.3 — Permitted Uses by Site Plan Approval (R3 Zone)

Section 5.4.3 is amended by adding the following use:

- Program-Based Housing, up to eight units

Add New Section — Additional Provisions for Program-Based Housing

The following section shall be added to Section 5.4:

5.4.3a Program-Based Housing

- a) Program-Based Housing shall be subject to the same zone requirements applicable to multi-unit residential development.
- b) Program-Based Housing shall not be regulated based on the characteristics of occupants or the nature of services provided.
- c) Program-Based Housing developments exceeding eight (8) sleeping units or dwelling units shall only be permitted by Development Agreement in accordance with Section 4.1.9 of this By-law.

PART 8 — INSTITUTIONAL ZONE

Add New Subsection — Permitted Uses by Development Agreement

Section 8.1 is amended by adding the following subsection:

8.1.1a Permitted Uses by Development Agreement

- Emergency Shelter

Add New Provision — Emergency Shelter

The following provision shall be added to Section 8.1a:

Emergency Shelters shall be considered only by Development Agreement and shall be evaluated having regard to site-specific considerations including scale, access, compatibility with adjacent uses, and operational characteristics.

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

Meeting Date: December 15, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT Council give first reading to the following amendments to Kentville's Municipal Planning Strategy and Land Use Bylaw:

AMEND:

D.1 Draft Municipal Planning Strategy Policies

5.14 Program-Based Housing

Policy RS-28: It shall be the intention of Council to recognize *Program-Based Housing*—including *Supportive Housing, Transitional Housing, and Emergency Shelters*—as residential uses providing lodging accommodation with structured supports for individuals seeking stability, safety, or independence.

Policy RS-29: It shall be the intention of Council to enable *Program-Based Housing* by site plan approval within the Medium Density Residential (R3) Zone, subject to LUB standards ensuring the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

Policy RS-29 It shall be the intention of Council to enable Program-Based Housing as-of-right within the Medium Density Residential (R3) Zone, subject to the Land Use By-law standards that ensure the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

Policy RS-30: It shall be the intention of Council to include standards within the LUB regulating limiting occupancy, establishing minimum separation distances, and requiring buffering, residential form, and appropriate site design. Larger or specialized projects may be considered by Development Agreement where warranted by scale or service complexity.

Policy RS-31: Recognize that Council may consider *Program-Based Housing* proposals on lands adjacent to residential designations through rezoning under Policy IM-7(c), where the proposed use is permitted in the adjoining designation.

D.2 Draft Land Use By-law Framework

R3 Zone – Add to Permitted Uses:

- *Program-Based Housing* (Supportive, Transitional, Emergency Shelter)

Part 5 Residential Zones

5.1 General Provisions for All Zones

5.1.14 Site Plan Criteria for Program-Based Housing Developments

- a) Maximum 12 units or sleeping rooms per lot (see definition in Appendix A);
- b) Minimum 60 m separation between Program-Based Housing uses;
- c) Residential form and scale consistent with surrounding dwellings;
- d) No exterior signage identifying client type or program;
- e) General criteria in accordance with Section 5.1.12 of this By-law.
- d) Adequate on-site parking, lighting, and screening;
- e) Buffered outdoor amenity/gathering areas adjacent to residential properties;

REPORT SUMMARY

This Supplemental Update provides Council Advisory Committee (CAC) with new information received since the November 10, 2025 staff report on Program-Based Housing. It summarizes results from the November 25 Public Participation Meeting (PPM), presents the refined definitions review, and identifies clarifications made to the draft MPS/LUB amendments.

Key Takeaways

1. No Substantive Change to Policy Direction

The public feedback and updated definitions review support the overall approach introduced on November 10:

- Program-Based Housing (Supportive, Transitional, Emergency Housing) permitted as-of-right in the R3 Zone;
- IM-7(c) used for C1-to-R3 rezonings where lands are physically adjacent to a residential designation;
- GD-30 Site Plan Approval applied to all Program-Based Housing developments abutting R1 or R2;

- Clear definitions distinguishing Program-Based Housing from Institutional Uses and Emergency Services.

All refinements to date are clarifications only—no changes have been made to the underlying permissions, zoning outcomes, or regulatory tools.

2. Public Participation Meeting Themes

Feedback focused on:

- Clarity of definitions and permitted uses;
- Rezoning pathways and adjacency requirements;
- Neighbourhood impacts and public safety;
- Institutional terminology and the Emergency Services definition;
- Process transparency, timelines, advertising, and opportunities for further input.

Staff have responded by strengthening definitions and clarifying Site Plan Approval triggers.

3. Definitions Review Complete (Operational + Legal)

The proposed definitions:

- Are enforceable through Development Officer practice;
- Are aligned with MGA s.220(1) land-use authority;
- Avoid regulating internal program operations (outside municipal jurisdiction);
- Reduce ambiguity between Program-Based Housing and Institutional Uses.

These definitions have received initial legal review before First Reading.

Next Steps Toward First Reading

1. Present full package for Council First Reading – December 15, 2025 (target);
2. Public Hearing and Second Reading (January 2026, tentative);
3. Ministerial Review and Appeal Period (February–March 2026).

Section 1 – Update Overview

1. Purpose of This Update

This report supplements the November 10, 2025 staff report titled “*Recommendation for Amendments to Planning Documents Related to Program-Based Housing.*” The original report introduced a proposed regulatory framework for defining and permitting program-based housing, including Supportive Housing, Transitional Housing, and Emergency Shelters.

The purpose of this update is to:

- Provide the results of the November 25 Public Participation Meeting (PPM);
- Present the revised Definitions Review (operational implementability + legal authority);
- Present revised policies and regulations;
- Confirm whether staff continue to recommend the same direction; and
- Outline next steps for Council First Reading.

The original November 10 report remains the foundational document. This update provides **new information only** and is intended for CAC consideration prior to forwarding the amendments to Council.

Section 2 - Summary of Public Participation Meeting Feedback (Nov 25, 2025)

Full notes have been appended as Appendix A.

The PPM generated a wide range of comments and questions from residents, business owners, and stakeholders. Feedback is summarized below by theme.

2.1 Clarity of Proposed Uses and Definitions

Participants requested clarity on:

- Whether the R3 changes would allow only sleeping facilities or also program/support spaces;
- How greenspace, outdoor gathering areas, buffering, and screening would be applied;
- Whether Site Plan Approval (SPA) could be required in all cases, not only when abutting R1/R2.

Staff clarified:

- Sleeping facilities remain the primary permitted use;
- Accessory program spaces are permitted where clearly subordinate;
- Outdoor amenity requirements are already addressed through General Provisions;
- SPA is triggered automatically when abutting R1/R2, and Council may expand this requirement.

2.2 Rezoning Pathways and Adjacency

Residents sought clarification regarding:

- Whether R1 or R2 zones could be rezoned to R3;
- Whether C1-to-R3 rezonings require physical adjacency under IM-7(c);
- Whether program-based housing could be placed in commercial zones without adjacency.

Staff confirmed:

- R1 upzoning is inconsistent with MPS direction and is not supported;
- R2 upzoning is possible and reviewed on its merits;
- Adjacency is required for C1-to-R3 rezonings under IM-7(c).

Requests were made for a map of existing R3 areas. Staff will include mapping with the First Reading report.

2.3 Definitions and Institutional Terminology

Comments addressed:

- Whether changes to Emergency Services affect REMO operations;
- Whether the term “Institutional Use” is being applied appropriately;
- Whether language in the definitions is discriminatory or stigmatizing.

Staff confirmed:

- The definitions create a clear separation between Program-Based Housing, Institutional Uses, and Emergency Services;
- Legal review is ongoing;
- Institutional terminology is being refined for clarity and neutrality.

2.4 Neighbourhood Impact and Public Safety

Participants raised concerns about:

- Perceived increases in downtown social challenges;
- The possibility of impacts migrating into R1/R2 areas if uses are relocated;
- Quiet enjoyment of surrounding residential properties;
- Enforcement limitations for noise or public disturbances.

Staff emphasized that:

- SPA provides design-based mitigation (screening, lighting, access);
- Land use regulation cannot govern individual behaviour;
- Operational issues fall under the Police Act and municipal by-laws.

2.5 Process Transparency, Timelines, and Consultation

Public comments included:

- Confusion about MGA timelines;
- A desire for additional opportunities for feedback;
- Questions about provincial oversight and whether the Province can override Town decisions;
- Requests for larger venues and improved advertising.

Staff clarified:

- Timelines are set by the MGA and may be extended but not shortened;

- Consultation continues through First Reading and the Public Hearing;
 - The Province is involved only at the end, during Ministerial Review.
-

2.6 Broader Social and Community Context

Several attendees discussed:

- The need for centralizing services near transit;
- The importance of clear communication to avoid misinformation;
- The value of inclusive planning and housing options across the spectrum.

A number of residents also expressed support for program-based housing and emphasized its role in building a balanced and compassionate community.

SECTION 3 - Revised Definitions Review (Operational & Legal)

Following the PPM and further internal review, staff completed an updated analysis of the proposed definitions.

3.1 Definitions Review

The following definitions for Program-Based Housing and related uses are proposed for inclusion in the Land Use By-law (LUB). These are provided up front to support clarity in the subsequent operational and legal review.

Proposed Definitions

Supportive Housing

Supportive Housing means *a form of program-based housing that provides long-term lodging together with on-site supports intended to assist residents in daily living, stability, and community integration*. Supports may include case management, counselling, life-skills training, or similar services delivered by qualified staff or partner agencies.

Transitional Housing

Transitional Housing means *a time-limited form of program-based housing intended to provide temporary lodging and structured on-site supports for individuals moving from crisis or short-term situations toward more permanent housing*. Programs generally include case management, skills development, and housing placement support.

Emergency Shelter

Emergency Shelter means *a short-term lodging use that provides immediate, low-barrier shelter for individuals experiencing homelessness, displacement, or crisis*. Services may include meals, basic needs, referrals, or on-site staffing, but the extent of supports varies by operator.

Program-Based Housing (Umbrella Term)

Program-Based Housing means *a collective term used in this Plan and By-law to describe Supportive Housing, Transitional Housing, and Emergency Shelter*. This term is used for organisation and clarity; individual housing forms are regulated separately.

Institution (Revised Definition)

Institution means *a non-commercial use of land or buildings operated by a public, non-profit, or community organisation that provides educational, health, social, religious, cultural, or civic services to the public*. Examples include schools, hospitals, places of

worship, nursing homes, residential care facilities, treatment or rehabilitation centres, homes for special care, community centres, libraries, museums, and similar facilities.

For clarity, Institution does not include any Program-Based Housing form, which is regulated separately under this By-law, nor does it include Emergency Services.

Emergency Services (Revised Definition)

Emergency Services means *uses related to fire protection, policing, ambulance, and municipal emergency response operations*, including comfort centres, and is distinct from Emergency Shelter.

3.2.1. Operational Review (Development Officer Implementation)

Staff conducted an operational assessment to confirm that the above definitions can be consistently implemented by the Development Officer (DO) during permit review, issuance, and enforcement.

An operational definition must be clear, observable, and linked to a land-use form—not to internal program requirements. The definitions meet this standard because:

- They describe physical or functional characteristics of the land use (e.g., duration of stay, presence of supports, type of lodging).
- They avoid mandating service standards, staffing models, or program content, all of which fall outside DO authority.
- They enable DOs to rely on site plans, floor plans, and operator statements of intended use, which are standard and enforceable materials.
- The distinction between Emergency Shelters, Transitional and Supportive Housing is sufficiently clear for DO interpretation without additional policy guidance.
- The revised Institution definition reduces ambiguity and prevents misclassification of housing programs as institutional uses.

Staff conclude that the definitions are operationally implementable and will support consistent decision-making.

3.2.2. Legal Review (MGA and LUB Authority)

Staff also completed a legal review to confirm that the definitions fall within municipal authority under the Municipal Government Act (MGA).

The definitions are legally sound because:

- They regulate land use, which is explicitly permitted under MGA s. 220(1).
- They do not impose operational obligations, program standards, or staffing requirements that exceed municipal jurisdiction.
- They provide clarity and predictability, reducing interpretive risk and aligning with legal expectations for enforceable by-law language.
- The separation of Program-Based Housing from Institutional Uses is well within municipal zoning authority.

4. Summary

The definitions proposed for Program-Based Housing and related uses are both operational and legally appropriate. They provide a clear and implementable regulatory structure, support consistent Development Officer decisions, and fall squarely within the municipal mandate to regulate land use. Staff recommend that these definitions be advanced for inclusion in the draft Land Use By-law amendments.

SECTION 4 – Review and Amendments to Proposed MPS and LUB Sections

The November 10, 2025 CAC Staff Report contained proposed draft text for the Municipal Planning Strategy and Land Use Bylaw. Additional review has led to edits of these sections as described below:

D.1 Draft Municipal Planning Strategy Policies

5.14 Program-Based Housing

Policy RS-28: It shall be the intention of Council to recognize *Program-Based Housing*—including *Supportive Housing*, *Transitional Housing*, and *Emergency Shelters*—as residential uses providing **lodging** accommodation with structured supports for individuals seeking stability, safety, or independence.

(Note: Used ‘lodging’ to avoid existing ‘accommodations’ definition and removed language describing types of persons)

Policy RS-29: It shall be the intention of Council to enable *Program-Based Housing* by site plan approval within the Medium Density Residential (R3) Zone, subject to LUB standards ensuring the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

Policy RS-29 It shall be the intention of Council to enable Program-Based Housing as-of-right within the Medium Density Residential (R3) Zone, subject to the Land Use By-law standards that ensure the form, scale, and intensity of development are compatible with surrounding neighbourhoods.

For clarity:

a) Program-Based Housing developments within the Medium Density Residential (R3) Zone shall be subject to Site Plan Approval criteria where the development abuts the Single Unit Dwelling (R1) and/or One and Two Unit Dwelling (R2) Zones to mitigate potential impacts related to building placement, access, parking, lighting, buffering, and neighbourhood interface.

b) Program-Based Housing developments proposing twelve (12) or more units shall be considered only by Development Agreement, to allow for a comprehensive review of building design, massing, servicing, phasing, amenity provision, and neighbourhood compatibility. Nothing in this Policy shall prevent Council from regulating such developments more specifically through a Development Agreement pursuant to the Municipal Government Act.

(Note: Corrected policy to indicate that this form of housing is enabled either as-of-right, by site-plan-approval or by development agreement based on the nature and location of the development)

Policy RS-30: It shall be the intention of Council to Include standards within the LUB ~~regulating limiting~~ occupancy, establishing minimum separation distances, and requiring buffering, residential form, and appropriate site design. Larger or specialized projects may be considered by Development Agreement where warranted by scale or service complexity (would require additional revisions).

Policy RS-31: ~~Recognize that Council may consider Program-Based Housing proposals on lands adjacent to residential designations through rezoning under Policy IM-7(c), where the proposed use is permitted in the adjoining designation.~~

(Note: Removed as this policy is redundant)

D.2 Draft Land Use By-law Framework

R3 Zone – Add to Permitted Uses:

- *Program-Based Housing* (Supportive, Transitional, Emergency Shelter)

Part 5 Residential Zones

5.1 General Provisions for All Zones

5.1.14 Site Plan Criteria for Program-Based Housing Developments

- a) Maximum 12 units or sleeping rooms per lot (see definition in Appendix A);
- b) Minimum 60 m separation between Program-Based Housing uses;
- c) Residential form and scale consistent with surrounding dwellings;
- d) No exterior signage identifying client type or program;
- e) **General criteria in accordance with Section 5.1.12 of this By-law.**
- ~~d) Adequate on-site parking, lighting, and screening;~~
- ~~e) Buffered outdoor amenity/gathering areas adjacent to residential properties;~~

(Note: Revised language to remain consistent with other Residential zone site plan criteria.)

5. Next Steps

- **Council First Reading** (Dec 15, 2025);
- **Public Hearing and Second Reading** (January 2026);
- **Ministerial Review** (February 2026);
- **Appeal Period** (March 2026).

Respectfully submitted,

Darren Shupe
Director of Planning and Development

Attachments:

- Appendix A – Public Participation Meeting Notes
- Appendix B – Public Correspondence
- Appendix C – Definition Status Table

Appendix A - Public Participation Meeting Notes

November 25, 2025

Town Hall, 354 Main Street, Kentville, Nova Scotia

Town Hall was open to the public

STAFF PRESENT

Staff in attendance included Director Darren Shupe, Development Officer Kirsten Duncan and Economic Development Officer and Moderator, Lindsay Young

OPENING REMARKS

Lindsay Young gave an overview of how the meeting will be held. Set expectations, informed public in attendance of speaking time limits and to keep comments germane to the topic.

PRESENTATION

Director Shupe provided an overview of the proposed amendments.

PUBLIC COMMENTS

Jim Morton – Concerned about issues related to this topic. Experience is that proposed developments don't end up occurring. Will these amendments make it easier or more complicated for developments to happen? The Town should be making it easier to happen. These services need to be central so that people who use them can also access transit services, which make it more affordable, etc. Mr. Morton was supportive of developments such as these.

Staff – Rephrased to ensure clarity. Currently the planning documents are silent on the specific language and topic. DA's would be a more complex process but are appropriate and useful for some developments.

Julie Ogilvie – Clarifying question about rezoning from C1 to R3, is adjacency required?

Staff – yes, must be adjacent

Julie Ogilvie – Would the amendments to R3 only allow for sleeping facilities?

Staff – Yes, however accessory uses could be considered as long as the sleeping facility is the main use.

Genevieve Hearn – Is Greenspace a consideration for these developments?

Staff – Yes. The proposed amendments under the General Provisions speak to having outdoor amenity/gathering areas adjacent to residential properties.

Christine Moreau – How does the new definition for Emergency Services impact on Regional Emergency Management Operations? How have these amendments been considered in conjunction with the Human Rights Violation cases that have been dealt with/are ongoing? *Something about the terminology in the definitions re: institutional use and not being politically correct*. Language was discriminatory when talking about institutional uses.

Staff – We will seek legal advice on the amendments before they move forward.

Kathy Boutilier – Can R1/R2 be rezoned to R3? Do you foresee it likely that a request would be made to rezone those? Do residents have an opportunity to comment on such files?

Staff – R1 – no, strong language in the MPS against rezoning to higher densities. R2 – possible. Cannot comment on likeliness, however the Town did just complete a rezoning application for R2 to R3. Council reviews each request and are the final decision makers. Public can comment as part of the process.

Pat Norton – What specific proposals? What's a complete project? What is buffering? What is screening? Etc. Lots of questions.

Staff – offered the ability to meet one-on-one to clarify

Carolyn Houston – This is happening quickly. The meeting should have been held at the Fire Hall and not at 4:30pm on a weekday. The meeting should have been better advertised (radio). Does the Province have the ability to override Town decisions? If these changes go through, can the province stop them or ignore them?

Staff – Noted on the advertising part.

Lloyd Schmidt – Is this dictated from the Provincial Government? It's affecting Downtown core. People are needing escorts to access banks. Need proper supports for these uses, this is not a democracy.

Staff – No direction from Province. Direction from CAO.

Ian Doucette – Significant deterioration in the downtown. Naïve for us to think issues aren't going to spread into the residential area if the uses are moved there. Need to listen to the residents. Certain services attract certain people. Is staff acting in the best interest of the citizens of Kentville?

Staff – Staff try to ensure that the report is balanced. There are planning tools available to help mitigate these issues, which council is aware of.

David Ritcey – Mr. Ritcey has had discussions with lawyers who deal with Municipal Law, and they are concerned about existing town laws and how they are being applied.

Staff – Noted.

Laura Mesher – Of the municipalities researched, has anyone asked how it going? Whether the municipalities have any regrets with the policies? Any ways that could have been crafted better?

Staff – We can reach out and ask those questions.

Laura Mesher – If Program Based Housing is in a residential area, and on private property, how does that impact the surrounding residential uses and them being able to have quiet enjoyment of their property?

Staff – there are different laws that the police force can apply. Also, amendments proposed consider buffering as part of the Site Plan Approval process from R1/R2 properties.

Kathy Boutilier – Who’s in charge of the timeline? Will there be another opportunity for public consultation?

Staff – The MGA dictates the timeline. Council can also decide to adjust the timeline. Timeline can be adjusted to be longer, but not shorter.

Andrew Zebian – Stood up to speak and clarify the process that these amendments have to go through with council.

Leanne Jennings – How do the definitions impact someone seeking VON care in an R1 zone? Same question but for multi-unit dwellings? How do the definitions impact the ability for the Town to respond to extreme weather emergency shelters that aren’t activated by REMO or other provincial authorities? Will there be an opportunity to provide more feedback? Why is R3 the best zone?

Staff – Thank you for the feedback, we will look into this to make any adjustments. Someone who lives in the R1 zone that receives care, doesn’t affect the main use.

Andrew Bagley – Not a town resident, but owns a business. What are the timelines? What does “provincial review” mean?

Staff – explained the process of provincial oversight on all approved amendments.

Robyn Manning – What is happening? There is a lot of mixed information (regarding property sales and information on social media channels). How are public supposed to make an opinion when there is so much misinformation? Robyn lives downtown and owns a business very close to Town Hall. There is a lot of public drug use, has there been any work

towards a harm reduction site for the Town? We need more communication and transparency.

Staff – We are not privy to property sales/transactions. We are only aware once someone applies for a Development Permit.

Travis Mesher – Where can we access documents?

Staff – Town website, all files related to planning applications are on the website.

Barb Jess – a map of all the R3 zones would be helpful for future documents and meetings.

Michelle Parker – Can future presentations include a map of R3? She asked everyone to reflect, that: if not in the R3 zone, then where?

Travis Mesher – Can R3 be rezoned to C1?

Staff – Clarifying that they meant C1 to R3. Only if the property immediately abuts a residential designation

Donnie Cleveland – How many beds can a shelter have?

Staff – Proposed amendments are for 12 units or sleeping rooms. There is another layer that is missing from this conversation, which is Building Official review and the Building Code. The Building Code can dictate the number of units for a facility based on area of building available and design.

Lloyd Schmidt – Where is John Lohr?

Staff – We need to keep questions and comments germane to the meeting.

Ian Doucette – Speaking to the crowd: Lets work together to get more people’s opinions. If everyone talked to 3 people there could be more people paying attention to this topic and the amendments.

Christine Moreau – Wanted it reflected in the comments that not everyone has scary stories of downtown. Christine lives in the town and does not feel this way. Question related to the timeline, when will legal opinion be sought? Did Amherst get legal review?

Staff – noting legal review, hoping to have the report and relevant information pulled together by the end of Friday. Report needs to be submitted early next week to get into the Council package. Can’t speculate on Amherst’s process.

Cate Savage – For the as-of-right development proposal, could it be required through Site Plan Approval?

Staff – SPA would be required if they abutted R1/R2. We could also make the adjustment to require it through SPA no matter what.

Carolyn Houston – Speaking from experience with the Healy property and the Special Events that they host, the police officers will only enforce the noise bylaw after 10pm. Question about the amendments: how do these changes affect halfway houses or facilities for people leaving jail?

Staff – these things are a little off topic and we need to keep comments and questions germane to the meeting.

Travis Mesher – Does the Provincial Government know that Kentville’s bylaws are weak and that’s why they’re funding more shelters here?

Staff – We’re not going to comment on the provinces motives. We’re addressing our documents deficiencies through these amendments.

Michelle Parker – Statement – everyone has a right to housing. Please be respectful when talking on this subject. Lots of people who have mental health issues, addictions and criminal records live in R1/R2 zones too.

Ann – When it comes to recommending and approving these amendments, does the town consider whether we have adequate services to support these uses? There are social costs to these decisions.

Staff – Planning staff look at permits, we have a smaller mandate.

Cathy Maxwell – Would like to give a bit of background context – Cathy has attended 2 meetings recently (Mayor’s meeting and a meeting with John Lohr) lots of questions were asked about this topic. It was noted that there are no other shelters between Yarmouth and Kentville, so anyone who needs the services are brought to Kentville. A number of years ago, the government identified 5 major areas in the province to focus the services – Kentville is the area for this end of the Province. Council has not been involved in discussions around the funding decisions that have been made. Councilor Maxwell has asked to sign up for a Provincial committee that will deal with these issues. If anyone has questions they are welcome to meet with her. Also reach out to the local MLA – they should be able to answer questions.

Unknown – Bigger venue for the next meeting and advertise on the radio.

Christine Moreau – Inquiring on staff opinion on best planning practices and centralizing services so they are accessible to the demographic that require it.

Staff – We put services where people need them.

Jim Morton – The report is clear. It defines what it is that we are dealing with but it's only a snip it of what needs to be done. Kentville is a beneficiary to have these assets. We need to build a community that involves all parts.

MEETING ADJOURNED

6:45pm

APPENDIX B – PUBLIC CORRESPONDENCE

Emailed Letter from Leanne Jennings, Open Arms Resource Centre

November 28, 2025

Dear Mayor Zebian and members of Council,

I am writing on behalf of Open Arms Resource Centre to express my deep concerns regarding the proposed amendments to the Town's MPS and LUB as it relates to what is being referred to as 'Program Based Housing'. I believe that the amendments that have been drafted are discriminatory in nature and are inconsistent with Council's policies and priorities. Please consider the following:

- In section 5.2.2.3 of the MPS, council states the intent of the R3 zone in reference to the density that this zone allows. Requiring 'Program Based Housing' in this zone is not consistent with the intent of the zone because it has nothing to do with density. The definitions associated with 'Program Based Housing' simply speak to the fact that some residents of Kentville require support.
- Not all housing that requires support is included in these amendments. Planner Shupe indicated at the Public Participation Meeting that an individual who perpetually requires VON to visit their home is not counted in these new definitions.
- Section 5.13 of the MPS states "...on a small scale, community-based residential facilities provide community integration for people with various disabilities." Following this assertion, the corresponding Policy (RS-27) allows Residential Care Facilities, Homes for Special Care, and similar uses in any Residential Zone. This applies to residential uses for residents with physical and or intellectual disabilities, or are marginally disadvantaged. How is a residential use for those requiring housing supports any different and why would Council seek to subject them to more stringent land use regulation? This must be explained as it appears that these individuals are being discriminated against because of stigma and fear.
- MPS Section 5.8 outlines Council's commitment to affordable housing and states, "As with all communities, Kentville is characterized by a disparity of wealth and is committed to ensuring that adequate housing is available to all its residents. Adequate housing means shelter that is habitable and structurally sound with sufficient space to protect against cold, damp, heat, rain, wind and other threats to health." The restriction on residential uses for individuals who require supports goes against Council's commitment to adequate housing for all.

- The proposed Policy RS-28 states that Council wishes to regulate housing that provides support to individuals “seeking stability, safety, and independence.” Doesn’t every human being desire and deserve stability, safety and independence? These are the characteristics that distinguish someone who is housed from someone who is unhoused. Why should individuals seeking these outcomes be set apart from anyone else?
- Proposed policies RS-29 and RS-30 suggests that housing that provides someone with support in achieving stability, safety and independence must be subject to standards with regards to form, scale, and intensity of development. It goes on to call for buffering and separation distances. What are we regulating with these proposed amendments? Do we need to separate those who need support in achieving stability and safety from those who have already achieved it? The MPS and LUB already regulate land use according to density. New policies and regulations are not needed, and in fact are not legal, in their attempt to regulate people who need support.
- These proposed amendments are also inconsistent with Council’s Strategic Priority around Diversity, Inclusion, Equity and Accessibility.

I urge you to reconsider your approach to regulating people who need supports and invite you to meet with myself and my staff to discuss and collaborate on any concerns you may have, so we can achieve our common goals together.

Regards,

Leanne Jennings

Executive Director,

Open Arms Resource Centre

Emailed from Patrick Vitale – November 28, 2025

Dear Mr. Shupe:

I was unable to attend the meeting this week and wanted to register my concern about the proposed changes for Program Based Housing. I am both a Kentville resident and have a Ph.D. in geography from the University of Toronto and have published research on the history of exclusionary zoning. Please pass on this email to the appropriate parties.

I am opposed to this change for a variety of reasons. The first is that it is in keeping with a long history of municipalities using land use planning to exclude vulnerable people and "undesirable" uses. The current action is reactive and is using land use regulations to respond to growing public concern that may or may not be reasonable. I would hope that land use planning would proceed with greater deliberation and integrity, especially given the troubling history of exclusionary zoning.

The second reason is that the land area devoted to R3 is much smaller than C1. If Program Based Housing is restricted to R3, then it is likely that very little will be built. I suspect that is the point.

Furthermore, C1 is often more appropriate than R3 for such housing. C1 is walkable. There are existing service providers and social support in C1. In some instances residential neighbourhoods would be less appropriate for supportive housing than downtown Kentville.

Finally not only will this change limit unhoused people (the current bete noire in the town) from finding housing in Kentville, but it will also apply to people with disabilities, people fleeing abusive relationships, children in the foster care system, and anyone else who would live in a supportive setting.

I live adjacent to Miner's Marsh and have zero concerns about my or my young children's safety downtown, which we walk through often. I realize that some residents and business owners do have concerns about disorder. However, I think these concerns are best addressed with compassion and without resorting to rewriting land use regulations in an exclusionary fashion.

Sincerely,

Patrick Vitale

APPENDIX C – Definition Status Table

Comprehensive Definitions Status Table (December 8, 2025 Update)

Definition	Status	Reason / Notes
Dwelling Unit	Unamended	Remains the baseline residential use; defines self-contained units with independent living facilities. No changes required.
Institutional Care Facility	Unamended	Provincially regulated (Homes for Special Care Act). Remains distinct from Program-Based Housing. No amendments required.
Affordable Housing	Unamended	Policy-level definition only; not tied to land-use permissions. Remains unchanged.
Market Rental / Market Ownership Housing	Unamended	Policy concepts linked to Housing Needs work; no regulatory amendments needed.
Residential Care Facility / Small Options Home (if applicable)	Unamended	Remains under Institutional or Residential-Institution categories; no interaction with Program-Based Housing definitions.

Amended or Newly Added Definitions

Definition	Status	Reason / Notes
Program-Based Housing (Umbrella Term)	New	Non-regulatory organizing term grouping Supportive, Transitional, and Emergency Housing. Clarifies structure; permissions apply at sub-type level.
Supportive Housing	New	Provides long-term accommodation with non-medical supports. Modern, enforceable, land-use-based definition.
Transitional Housing	New	Time-limited housing with structured supports. Clarifies duration, function, and regulatory distinctions.
Emergency Shelter	New / Expanded	Consolidates all short-term, low-barrier shelter uses under one definition; avoids confusion with Emergency Services or REMO-activated weather shelters.

Sleeping Room	New	Critical for defining the 12-room threshold; distinguishes sleeping rooms from dwelling units; supports DO interpretation.
Institution (Revised Definition)	Amended	Now explicitly excludes Program-Based Housing and Emergency Services. Prevents misclassification and aligns with MGA authority.
Emergency Services	Clarified	Clearly restricted to police, fire, ambulance, and municipal emergency operations. Eliminates ambiguity noted at PPM.

Definitions Removed or Not Carried Forward

Removed Draft Definition	Status	Reason Removed / Why Not Used
Institutional Support Housing	Removed	Created overlap with both Institutional uses and Program-Based Housing. Removed to ensure clean separation.



TOWN OF KENTVILLE

Mayor's Report

Council Meeting: March 27th, 2026

Reporting Period: March 13th – April 19th, 2026

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

March 17th, 2026 – Economic Development Workshop

March 18th, 2026 – IMSA Meeting

Attended the Intermunicipal Services Agreement (IMSA) meeting.

Tidal Transit Authority – Highlights

Tidal Transit continues to strengthen service reliability, with two buses now back in service and overall fleet capacity improving to 10 functional buses, up from 8 in December. Additional fleet improvements are underway ahead of a major schedule redesign planned for August.

Fuel prices continue to rise due to global conditions and are being closely monitored for budget impacts. Ridership is recovering following winter disruptions.

Work is underway on a full service schedule redesign, along with ongoing operator training to improve consistency and customer experience. Planning also continues for hybrid bus procurement, depot upgrades, and expanded infrastructure.

A key focus this spring is the development of a new brand and logo to support upcoming initiatives, including service changes and new infrastructure.

Valley Waste Resource Management – Highlights

Valley Waste continues to advance operations and capital work across the region. The organization will receive its share of provincial diversion funding from Divert NS, supporting recycling and waste diversion programs across all participating regions.

A 5% tipping fee increase took effect April 1, and updates to the solid waste bylaw are underway to modernize regulations and service delivery. Valley Waste has also been recognized for a second consecutive year as a leader in sustainability, including strong performance in battery recycling.

Capital projects continue to move forward, including facility expansion, equipment upgrades, and safety improvements at key sites.

Education and outreach efforts remain active, including battery drop-off events and support for the rollout of bi-weekly bulky waste collection, with accommodations being made for private road access.

March 19th, 2026 – Police Commission Meeting

Chief's monthly report circulated.

Key highlights:

- 28% of total call volume relates to the Downtown core
 - Downtown calls increased from 543 (2024) to 713 (2025)
 - Open Arms shelter calls increased from 107 (2024) to 201 (2025)
 - Total 2025 calls: 3,908
 - Approximately 26% related to unhoused individuals (~806 calls)
 - Mayor's Letter to the Police Commission & Response Included.
-

March 20–21, 2026 – Community Attendance

Attended visitation and funeral services for Mr. Art Hamilton, a dedicated member of the Kentville Volunteer Fire Department with 43 years of service, including 13 years as Rescue Captain.

March 23rd, 2026 – Council Meeting

Council considered multiple items including:

- Bylaw amendments (tax exemptions, building, heritage, idling, smoke-free repeal)
 - Regional sewer budget approval
 - Investment advisory contract extension
 - Housing and rezoning amendments
 - Committee and commission appointments
 - Withdrawal from Regional Enterprise Network
 - Solid Waste Authority governance matters
-

March 25th, 2026 – Regional Engagements

- Letter issued to Kentville Development Corporation Ltd. advising agreement will not be renewed
 - Letter issued to Valley Regional Enterprise Network to serve as the required 24 months notice required under Section 38 of the Valley REN inter-municipal service agreement. that Council wishes to withdraw from the agreement effective March 31, 2028.
 - Regional Recreation Meeting held with County of Kings and Wolfville
 - Steering committee established (Mayors and Deputy Mayors)
 - Memorandum of Understanding signed and reviewed
-

March 26th, 2026 – Public Participation Meeting

- Land Use Bylaw amendments (home-based businesses – 160 Main Street)
 - Concurrent construction permit discussion
-

March 30th, 2026 – Nominating Committee

Recommendation brought forward for Planning Advisory Committee appointment. (Councillor Hamilton absent).

March 31st, 2026 – Budget & Media Engagements

- Draft 2026–2027 Operating Budget review and financial overview presented
 - Key figures: 2,422 residential properties, 293 commercial
 - Education costs up 6.8%, Transit 30.9%, Library 50%
 - 1 cent tax rate = \$84,723 revenue
 - Town assessment base: \$779M
 - Media interviews with CBC and SaltWire regarding KDCL
-

April 2nd, 2026 – Mental Health & Addictions Meeting

Discussion with CAO on harm reduction approaches and safe consumption site considerations.

April 7th, 2026 – Water Rate Hearing

Attended Kentville Water Commission hearing with the Nova Scotia Regulatory and Appeals Board. Decision pending; expected implementation July 1, 2026.

April 8th, 2026

- NSFM FOIPOP meeting
 - CAC agenda review with CAO and Deputy Mayor
-

April 13th, 2026 – Special Council Meeting (Budget)

Council approved the 2026–2027 Operating Budget following detailed discussion and presentation.

The budget reflects continued population growth and increasing pressure on infrastructure and services, including roads, sidewalks, water, sewer, and stormwater systems. It focuses on long-term investment rather than short-term fixes, addressing aging infrastructure needs in a structured and sustainable way.

The budget includes a modest tax impact for the average household while maintaining key supports such as the low-income tax exemption program. It also continues investment in accessibility, housing, recreation infrastructure, parks and trails, and long-term infrastructure planning.

A key component of the budget is continued progress toward a proposed regional recreation facility, identified as a long-term investment in community health and recreation for Kentville and the wider region.

The budget also supports a more coordinated approach to economic development, including the establishment of a Business Advisory Committee to improve engagement between Council and the business community.

April 13th, 2026 – Council Advisory Committee Meeting

Included departmental updates and discussion on:

- Recreation summer programming
 - Heritage and building bylaws (first reading)
 - Reserve transfers
 - Lease agreements
 - Advisory committee governance
 - Fee waiving request (Build Nova Scotia)
-

April 15th, 2026 – Intermunicipal Service Agreement Meeting

Tidal Transit Authority – Highlights

Tidal Transit continues to improve fleet reliability, with service capacity now at 10 functional buses, up from 8 in December. Two buses are back in service, with additional fleet upgrades underway ahead of the August service redesign.

Fuel costs remain volatile due to global conditions and are being monitored closely. Ridership is recovering following winter impacts.

Work continues on a major August schedule redesign, supported by operator training and service improvements. Planning is also underway for hybrid buses, depot upgrades, and infrastructure expansion.

A new branding initiative, including a logo redesign, is underway to support upcoming service changes and public communications.

Valley Waste Resource Management – Highlights

Valley Waste continues to advance major operational and capital initiatives, including the launch of a new bulky waste collection program, which is performing well overall.

Infrastructure projects are progressing, including expansion at the Eastern Management Centre and construction of a hazardous waste facility in Lawrencetown. Equipment upgrades and facility improvements are also underway.

Waste volumes continue to rise compared to the previous year, particularly in garbage and construction debris streams.

Education and enforcement initiatives continue, supported by technology pilots to improve service coordination.

A \$2.4 million borrowing resolution has been brought forward to support approved capital projects within the 2026–2027 capital plan.

April 16th, 2026 – Board of Police Commission

- March 2025 calls: 301
- March 2026 calls: 333
- 34% of calls related to Downtown core, primarily mental health and wellbeing
- Continued focus on Downtown safety and supports



Andrew Zebian

Mayor, Town of Kentville

azebian@kentville.ca



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: msmith@kentvillepolice.ca

Website
kentville.ca/police

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 could encompass mental health and addictions. The calls I am reporting on are wellbeing, trespassing, theft, suspicious person, mischief, mental health, Liquor Control Act, 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

Debra Crowell Deputy Mayor April 2026

Highlights:

- ✓ Ratification of Town Operating Budget for 2026/2027
- ✓ Signing of the MOU for the Regional Recreation Facility
- ✓ Water Rate Hearing
- ✓ Volunteer Awards Celebration

Committee and Commission Appointments:

Kings Point to Point- April 15

Agenda: Financial Report, Chair report

Discussion items: Video surveillance placed on hold, as not a huge issue; Fuel pricing; Discussions with Valley Regional re: possible service delivery. Province discussing Inter-municipal Transit; AGM to be held July 15 at 6:30 pm.

Kentville Water Commission- April 7

Agenda: Rate Hearing before Nova Scotia Regulatory and Appeals Board
Waiting for decision of the NSRAB

Finance and Audit Committee

Nomination Committee- March 30

Agenda: Review of applications for Planning Advisory Committee

Decisions: Recommendation sent to Council Advisory Committee- April

Meetings:

- Meeting 1: March 30, 2026- Nomination Committee
- Meeting 2: April 7, 2026- KWC Rate Hearing
- Meeting 3: April 8, 2026- Mayor and CAO- CAC agenda review
- Meeting 4: April 13, 2026- Special Council meeting
- Meeting 5: April 13, 2026- CAC
- Meeting 6: April 15, 2026- Kings Point to Point
- Meeting 7: April 21, 2026- Meeting with Mayor and Minister Lohr
- Meeting 8: April 27, 2026- Council
- Meeting 9: April 29, 2026- Kentville Water Commission

Events

- Event 1: Signing of the MOU – Regional Recreation Centre
- Event 2: Water Commission rate hearing
- Event 3: Volunteer Awards Celebration

John Andrew

April 22, 2026

Highlights:

Conversations and questions continue regarding homelessness and downtown safety. Several positive meetings and communications suggest a collaborative spirit in moving forward on these and other important issues. While some recent budget decisions were tough, there is an overall positivity regarding Kentville for 2026/2027.

Committee and Commission Appointments: .

Finance and Audit Committee is a gratifying time to learn from a very competent group who provide oversight to our investments – Kentville has a positive and rightly diversified investment portfolio.

It is an honour to have been chosen as Chair for the important review and updating being done by our Planning Advisory Committee. As community needs shift, we want to encourage development that fits with our strategic priorities. This is my second time serving on this Committee as I was part of the previous review beginning 2017.

Police Commission is another committee I have served on before and I am happy to be again. Kentville is fortunate to have top tier community policing who are doing excellent work to keep up with growth and the unique challenges that come with being a growth and service centre for the region.

Events and Meetings:

- Planning Advisory Committee: Wednesday, March 25
- Planning Presentations: Thursday, March 26
- Operating Budget Meeting: Friday, March 31
- Water Rate Meeting: Tuesday, April 7
- Investment Committee: Wednesday, April 8
- CAC: Monday, April 13
- Board of Police Commissioners: Thursday, April 16
- MLA: Tuesday, April 21
- Valley Roots: Wednesday, April 22
- Planning Advisory Committee: Wednesday, April 22

Samantha Hamilton, Councillor **February 17- April 21, 2026**

Highlights:

This report covers the period from February 18 to April 21, 2026. This submission includes activities from the past two months, as my previous report was not submitted due to a sudden and unexpected death in my family. I appreciate your understanding during that time.

Over this period, Council and committee work remained focused on budgeting, governance, and ongoing collaboration across multiple boards and commissions. Despite personal challenges, I remained engaged in key meetings and discussions to support the Town's ongoing work.

Committee and Commission Appointments:

Board of Police Commission – February 19, March 19 (regrets), April 16

- Participated in regular meetings focused on governance, operational updates, and ongoing policing priorities within the community.

King's Water Commission–February 18

- Participated in regular meetings focused on governance, operational updates, and ongoing policing priorities within the community.

Annapolis Valley Regional Library–February 19 (Zoom), April 16

- Participated in discussions regarding library services, programming, and future planning within the region.

Nominating Committee–February 18

- Attended to support governance and committee structure processes.

REMAC (Regional Emergency Management Advisory Committee) – March 16

- Sent regrets for this meeting.

Meetings:

Fire Modernization Meeting (Zoom) – February 17

Public Hearing – Planning Document amendments-February 23

Council Meeting – February 23

Capital Budget Meeting – February 26

- Continued work on financial planning and budget development.

Council Special Meeting – March 9

- approval of the capital budget 2026-27

Council Advisory Committee (CAC) – March 9

Council Meeting – March 23

Operations Budget Meeting – March 31

- Further progress on budget discussions and refinement of financial priorities.

Council Advisory Committee (CAC) – April 13

- **special meeting for prior** approval of Operations Budget 2026-27.

Closing Remarks:

The past two months have been both personally challenging and professionally important. I am grateful for the understanding and support extended during a difficult time, and I remain committed to continuing the work of Council and the various committees I serve on. Budget deliberations, governance responsibilities, and ongoing collaboration remain priorities as we move into the spring.

As always, please feel free to reach out with any questions, concerns, or feedback.

Respectfully submitted, Councillor Samantha Hamilton

NAME AND TITLE – Cathy Maxwell

COUNCIL MEETING DATE – April 20/26

Highlights:

I think the biggest highlight was the passing of the Operational Budget bringing the conclusion of the Budget Season. I am very pleased with the operational budget because it meets the needs of the town and lets us move forward as a community at the same time. After many years of previous administrations holding the line on taxes and watching the slip come where we were falling behind the cost of living, this budget helps set a firm foundation financially for the town. I want to publicly thank our CAO, Finance Director and all the other Directors for their work on this years budgets both Capital and Operational.

Committee and Commission Appointments:

Committee 1: Special Council Meeting Operational Budget March 31/26

Key Agenda Items/ Discussions and Decisions

This was our introduction to the proposed Operational Budget. Lots of great discussion and the staff will review and bring it back for finalization.

Committee 2: Special Council Meeting April 13/26

Key Agenda Items/ Discussions and Decisions:

The final operational budget session where we gave approval.

Committee 3 : Homelessness Committee April 13/26

This was a meeting of the sub committee of the group whose goal was to finalize the terms of reference and ready them for final committee approval.

Homelessness Committee Meeting April 20/26

Key Agenda Items/ Discussions and Decisions

We had a final run through of the Terms of Reference and passed them. They will be included on the website once it is ready. We established 4 subcommittees:

1. Housing
2. Community Integration
3. Mental Health and Addictions
4. Communication

If anyone in the community has experience in any of these areas and would like to sit on a subcommittee, please let me know and I will pass your name on.

The subcommittee looking at answering the questions gathered during the public meeting has answered almost all of them and the complete document should be ready by the end of the month. The goal is to put it on the website once up and running.

Events and Meetings:

March 23/26 – Council Meeting

March 26/26 – Public Participation Meeting

March 31/26 – Budget Meeting

March 31/26 – Budget Meeting

April 13/26 – CAC

April 13/26 – Homelessness Subcommittee Meeting

April 13/26 – Budget Approval Meeting

April 20/26 – Homelessness Meeting

Cate Savage – Councillor Savage

Highlights:

Last Council Meeting – March 23rd

Last CAC – March 13th

Committee and Commission Appointments:

Committee 1:

IAC Investment Advisory Committee

March 18th and April 8th

Minutes attached – for both meetings

We reviewed the portfolio with the IA

There are concerns around the Iran War – that said – our Investment Advisor helps us prepare for multiple outcomes.

The \$560,000 was paid out to the town at the end of March 2026 as agreed.

Discussions ensued around the imminent build of the new recreation centre and the such anticipated funds over the next few years.

Committee 2:

PAC – Planning Advisory Committee

Minutes to be attached

Presentation from Planning NS

Committee 3: Bursary

Feb 24th minutes attached – next meeting in May 2026.

application form review etc.

February 24th – met with the committee – established TOR – a more fulsome report will be forthcoming in April – May 2026

Committee 4: REMO

Next meeting in May 2026

Events and Meetings:

March 23rd – Public Hearing

March 17th – Council Workshop – Economic Development Workshop

March 11th – Council Economic Workshop development

March 26th – Public Participation Meeting – Brison and Evans

March 31st – Operating Budget

Training and Development:

None for this past month



INVESTMENT ADVISORY COMMITTEE MEETING MINUTES

April 8, 2026, 8:30 a.m.

A meeting of the Investment Advisory Committee took place on Wednesday, April 8, 2026, via Microsoft Teams.

Present: Councillor Cate Savage, Chairperson
Councillor Rob Baker
Councillor John Andrew
Logan Morse, Public Member
Christopher MacRae, Investment Advisor
Wanda Matthews, Director of Finance
Chris McNeill, Chief Administrative Officer

1. Call to Order

The Chairperson called the meeting to order at 8:37 a.m. and welcomed all members to the meeting.

2. Approval of the Agenda

It was moved by Logan Morse and seconded by Councillor Rob Baker that the agenda be approved as circulated. Motion Carried Unanimously.

3. Approval of Minutes - March 18, 2026

No changes were proposed so the minutes were approved as circulated.

4. Advisor's Report - April 2026

Christopher MacRae provided a market update noting that its hard to avoid talking about the Iran war. He noted if we are on the short end of the war, there will be a rally in the markets with a decline in the US dollar. If the war persists, there is a risk of stagflation which comes with standard risks. This stagflation will be rare in that it will be supply-sided inflation because of the shortage of oil. He noted this could be a very bad situation that seems to be self-serving by President Trump.

Past interest rate discussions were about a future decline in rates, but that is now being replaced by discussions of increases over the next year or two.

Town of Kentville has several million dollars in managed bonds and as the valuation shifts on bonds, the value of what we own will be different. Christopher MacRae priced two new bonds:

2031 at 3.72% - Pembina Bond
2032 at 3.77% - CP Rail Bond

We need to decide this month or next month if we sell as we have a few hundred thousand dollars in bonds coming up to maturity. We will put in a money market account now until we decide on long-term investment. The Committee agreed to this approach to wait and see before we re-invest this money.

The last bonds we purchased were several months ago. Interest rates inflate our current bond value but also leads to higher costs for buying new bond investments.

If the Iran war continues over the mid-term of 2-3 years, this will be an issue for the US dollar. Prior to the Iran war, the US dollar was declining. Now with the war, the US dollar is up significantly this past month.

There is a growing consensus that during the rest of Trump's presidency that the US dollar will decline 10-15% overall. This will lead to higher levels of unemployment. Overall, Trump's policies are good for the US economy, but bad for their US currency. We will need to hedge our US currency assets in the future.

Page 3 of the report shows that we received more dividends this past month with a windfall of \$56,000 from Transcontinental. Because we don't pay tax on our earnings, the adjusted cost base doesn't impact us as it would for individual investors. Our portfolio was re-balanced on April 6th.

A re-balancing means that we take all of our holdings and change the percentages of many to fill potholes. This included 34 transactions on April 6th.

Our performance year to date overall has been muted because of Ukraine war, President Trump actions, Iran war, etc. but the sky is not falling. We have a well-diversified portfolio and are prepared for all outcomes.

Councillor Rob Baker noted he was happy with the re-balancing as long as we continue to operate within our policy.

Councillor Rob Baker asked about the 28.57% tax percentage on Page 8 of the Investment report and wondered how much was recoverable. Wanda Matthews will review this issue and send a clarification to the Committee when available.

It was moved by Councillor Rob Baker and seconded by Logan Morse that the March 2026 report be adopted. Motion Carried Unanimously.

Chairperson Savage asked about the current vacancy on the Committee and wondered about recommendations. Chris McNeill said he would check on advertising to fill this one vacancy. If Committee Members know of people interested, they should encourage them to apply.

5. Next Meeting - May 13, 2026, 8:30 a.m.

It was agreed that the next meeting would be held on Wednesday, May 13, 2026, at 8:30 a.m. in the Council Chambers of Town Hall.

6. Adjournment

There being no further business, the meeting adjourned at 9:02 a.m.

Approved:

Chairperson

Date



INVESTMENT ADVISORY COMMITTEE MEETING MINUTES March 18, 2026, 8:30 a.m.

A meeting of the Investment Advisory Committee took place on Wednesday, March 18, 2026, at Kentville Town Hall.

Present: Councillor Cate Savage, Chairperson
Councillor John Andrew
Logan Morse, Public Member
Christopher MacRae, Investment Advisor
Wanda Matthews, Director of Finance
Chris McNeill, Chief Administrative Officer

Regrets: Councillor Rob Baker

1. Call to Order

The Chairperson called the meeting to order at 8:33 a.m. and welcomed all members to the meeting.

2. Approval of the Agenda

It was moved by Logan Morse and seconded by Councillor John Andrew that the agenda be approved. Motion Carried Unanimously.

3. Approval of Minutes - February 11, 2026

No changes were proposed so the minutes were approved.

4. Advisor's Report - March 2026

Christopher MacRae shared that the big items recently affecting the markets have been stickier than expected inflation contrary to what the Bank of Canada likes.

Unemployment rate is now at 6.7% and is concerning because it is now impacting on full-time jobs more and less seasonal and part-time jobs.

Higher oil prices will also impact on the markets, but price increases will take months to reach consumers.

Additionally, the uncertainty around interest rates adds more volatility to the markets in the short term.

United States tariffs have now been tested before the courts and were deemed illegal as implemented. There was little impact on the markets from this solely as experts were predicting a 70% probability of the courts overturning the tariffs. We are still waiting to see if there are short-term impacts. There is an expectation of lawsuits over refunds that will go on for many years.

There is however a different law in the United States called Balance of Payments which allows for short-term tariffs of up to 150 days at a time and can be up to 15% arbitrarily. As well, the US has four other tariff options available to it. Because of these tariffs and the substantial money generated for the US economy, there is more appetite for these and there have been few civil complaints.

One area of concern going forward is the Iran War. We need to decide how we allocate capital in light of what we see. Christopher MacRae noted that his role is not to predict markets, but rather to help us prepare for multiple outcomes.

Christopher MacRae reviewed the monthly report from March 11, 2026, noting that we continue to see dividend increases. Dividends are paid when companies believe that they have lots of free cash for use and have several options such as putting it into retained earnings, buying back shares, paying dividends, or using it for capital.

During this reporting period, we had one maturity which paid put the required \$560,000 to the Town which is the budgeted annual payment, and we had one stock go down in value.

We do expect that because of the Iran war that we will lose some value from our normal returns until stability is restored.

Chairperson Savage requested that staff comment on the Town's plans for withdrawing funds from the Perpetual Fund for the new recreation centre. Staff noted that the Town anticipates it will require \$1 million in 2027-2028, and another \$1 million in 2028-2029 to funding half of the required upfront funding of \$4 million required by the Town for the new regional recreation centre.

It was noted that with these withdrawals our capital will be less and estimate that we should expect about \$60,000 less in annual income once these capital amounts are removed based on a return on investment of about 3% annually. Christopher MacRae noted that if the markets stay strong there is a good possibility that we can increase our profits by another \$500,000 during this time to lessen these withdrawals and potentially still be able to provide \$560,000 annually to the Town. There is also an equal probability that interest rates will decrease versus increase later this year.

If the war is prolonged, then the likely outcome other than political problems will be a increased exposure of our equity assets. This will likely mean that we will need to do a re-balancing of bonds versus equities at that time.

Chairperson Savage asked when the re-balancing would take place and how far ahead we need to plan. Christophehr MacRae noted that we would want to start planning for any re-balancing at least 6 months beforehand.

It was noted that the decision to increase the dividend to the Town from \$460,000 to \$560,000 was made in 2024 when we had \$14.3 million in our portfolio.

It was moved by Councillor John Andrew and seconded by Logan Morse that the March 2026 report be received. Motion Carried Unanimously.

5. Extension of Current Advisory Services Contract

Staff noted that there is a recommendation going to Council next week to extend the current investment services contract for an additional seven months to give staff time to conduct the required research for future investment services options, prepare RFP documents, and decide on next steps for a new investment policy. This will be an opportunity to assess our risks and opportunities going forward and to be able to consider more diversification.

6. Next Meeting - April 8, 2026, 8:30 a.m.

It was agreed that the next meeting would be held on Wednesday, April 8, 2026, at 8:30 a.m. and will be held virtually.

7. Adjournment

There being no further business, the meeting adjourned at 9:15 a.m.

Approved:

Chairperson

Date



BURSARY COMMITTEE MEETING MINUTES

February 24, 2026, 6:00 p.m.

A meeting of the Bursary Committee took place on Tuesday, February 24, 2026, at Town Hall, 354 Main Street, Kentville.

Present: Councillor Cate Savage,
Councillor Rob Baker, Chairperson
Laurie Bolland, Vice Chairperson
Alex Faye, Public Member
Victoria Martin, Deputy Clerk

1. Call to Order

The Deputy Clerk called the meeting to order at 6:00 p.m.

2. Approval of the Agenda

It was moved by Councillor Cate Savage and seconded by Laurie Bolland that the agenda be approved. Motion Carried Unanimously.

3. New Business

a. Chairperson and Vice Chairperson Selection

Councillor Rob Baker offered his nomination, and no other candidates were nominated. He was elected Chair by the other members. Councillor Cate Savage nominated Laurie Bolland, she accepted, and was elected Vice Chair.

Councillor Rob Baker thanked Councillor Cathy Maxwell, previously sitting on the committee, for her great work.

b. Application Form Review

The committee members discussed and clarified the amount of dollars available for each bursary and the number of bursaries available.

They confirmed that living in Town of Kentville should be added to the application criteria for applicant eligibility.

They revised the application to make it more accessible and clearer for applicants, as well as more detailed and complete for the committee to evaluate them.

They set a list of schools to contact to promote the bursaries:

- Horton High School
- Landmark East
- NKEC
- Central Kings

They also identified the Arena sign to advertise the bursaries, in addition to the Town's website and Facebook page.

They discussed evaluation criteria and scoring rubrics. They are aiming to get them set before May 1, 2026, and will be discussing it by email.

4. Next Meeting – May 6, 2026, 9-11 a.m.

It was agreed that the next meeting would be held on Wednesday, May 6, 2026, from 9 to 11 a.m. with an alternative date of Thursday May 7, 2026, at the same time. The meeting will be held in person in the Council Chambers.

5. Adjournment

There being no further business, the meeting adjourned at 7:07 p.m.

Approved:

Chairperson

Date



TOWN OF KENTVILLE PLANNING ADVISORY COMMITTEE Meeting Minutes: March 25, 2026 Town Hall, 354 Main Street, Kentville Nova Scotia

CALL TO ORDER AND ROLL CALL

This meeting was held in Council Chambers and was called to order by Darren Shupe at 4:06pm.

PRESENT

Councillor Cathy Maxwell, Councillor John Andrew, Councillor Cate Savage, Jakub Ziolkowski, and Carol Goodwin.

Staff Representatives: Recording Secretary Ben Croll, Director of Planning & Development Darren Shupe, and Chief Administrative Officer Chris McNeill.

REGRETS

None

ELECTION OF COMMITTEE CHAIR AND VICE CHAIR

Councillor Maxwell nominated Councillor Andrew to be Chair. There were no other nominations and Councillor Andrew accepted the role as Chair.

Councillor Maxwell nominated Ziolkowski to be Vice Chair. There were no other nominations and Ziolkowski accepted the role as Vice Chair.

APPROVAL OF THE AGENDA

Councillor Maxwell suggested to add an item under New Business to discuss the status of the previous Heritage Advisory Committee.

Motion was moved by Councillor Savage and seconded by Comeau.

Heritage Committee Meeting Minutes, May 15, 2025

Pending Approval

Page 1

APPROVAL OF THE MINUTES

N/A

PRESENTATIONS

Dawn Sutherland, Provincial Director of Planning, provided a PAC orientation presentation.

NEW BUSINESS

(a) Planning Staff Overview

Director Shupe provided an overview of standings items to be added to the agenda:

- Plan Review
- Heritage

NEXT MEETING DATE

It was agreed that PAC meetings will be held on every second Wednesday of the month at 4pm. The next meeting is scheduled for April 8, 2026 at 4pm.

ADJOURNMENT

Meeting was adjourned at 5:31pm