

Town of Kentville Council Advisory Committee Meeting

May 11, 2026, 5:00 pm, Kentville Town Hall

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

- (a) Council Advisory Committee meeting minutes, April 13, 2026

4. DEPARTMENT REPORTS

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

5. NEW BUSINESS

- (a) Policy 111 – Banners
- (b) Valley Region Solid Waste-Resource Management Authority Guarantee Resolution

6. PUBLIC COMMENTS

7. CLOSED SESSION

- (a) Municipal Government Act - Section 22(2)(a) – Sale of Municipal Property

8. ADJOURNMENT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: April 13, 2026
Town Hall, 354 Main Street, Kentville, Nova Scotia

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

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

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

REGRETS: Councillor John Andrew

1. CALL TO ORDER AND ROLL CALL

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

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Rob Baker declared a conflict of interest with item 5.e – Lions Club of Kentville Lease.

2. APPROVAL OF THE AGENDA

Item 5.i, Spring Debenture Pre-Approval 2026, was added.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that the agenda of April 13, 2026, be approved as updated above.

MOTION CARRIED

3. APPROVAL OF MINUTES – March 9, 2026

There being no changes, the minutes were approved.

4. DEPARTEMENT REPORTS

a. Kentville Police Service

Purpose

- Presentation of the 2025 Year-End Police Service Report, as required annually.
- Report is publicly available on the Town website and shared via social media.

Organizational Overview

Staffing Complement (2025)

- Sworn Members:
 - 1 Chief
 - 1 Deputy Chief
 - 5 Sergeants
 - 11 Constables
 - 1 Bylaw Officer
- Civilian Staff:
 - 4 full-time administrative staff (including back-check administration)
 - 4-5 part-time back-check staff
- Auxiliary Members:
 - 3 auxiliary constables

Staffing Changes

- One officer departed to join the RCMP.
- One administrator left for the RCMP.
- Successfully completed first cadet recruitment program.
- Selection process nearly complete for second cadet, attending the Atlantic Police Academy in July.
- Internal administrative restructuring completed, followed by hiring of a new administrative staff member.

Operational Activity

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Calls for Service (5-Year Trend)

- 2021: 3,643
- 2022: 3,257 (COVID-related decline)
- 2023–2025: Steady increase
- 2025: Highest call volume reported
- Approximately 23% increase over the last two years.

Crime Trends

- Property Crime: Increased in 2025
- Mental Health-Related Calls: Increased from 2024
- Crimes Against Persons: Generally stable
- Intimate Partner Violence (IPV): Decreased in 2025

Property Crime Breakdown

- Mischief: ~25%
- Theft: ~63%
- Break & Enter: ~11%
- Arson: ~1%

Crimes Against Persons

- Assault and assault with a weapon remained the most frequent violent offences.

Call Types (High-Frequency)

- Well-being checks
- Trespass Act complaints
- Traffic offences
- Mental health-related calls

These make up the majority of police call volume, a recurring topic of discussion at both Council and Police Commission levels.

Specialized Units

- GIS – General Investigation Section
- SKU – Street Crime Enforcement Unit
 - Provincially funded position
 - Works collaboratively with RCMP
 - Recent operational shift increased in-office collaboration, improving efficiency
- CISNS – Criminal Intelligence Service of Nova Scotia
 - Intelligence gathering and dissemination
 - Increasing involvement in warrant preparation and execution

Community & Support Roles

Community Engagement Sergeant

- Focus on outreach, visibility, and partnership-building.

Community Crisis Navigator

- 2025 Activity:

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- 47 referrals
- 217 client interactions
- Position vacant for approximately 6 months, so totals under-represent full capacity.

Bylaw Enforcement

- Officer Wood - 2025 Activity:
 - 549 ticket infractions
 - 52 warnings
 - 308 summary offence tickets (other provincial statutes)
 - Regular assistance with downtown policing
 - Averaged ~7 hours/day on downtown patrol

Training & Professional Development

Mandatory Training

- Required by Province; approximately 3-4 days per officer annually.
- 2025 Mandatory Training Hours: ~900 hours total.

Additional Developmental Training

- Voluntary, specialized skills training.
- 2025 Additional Training Hours: ~1,300 hours.
- Total Training Hours (2025): ~2,200 hours.

Notable Achievement

- One officer successfully completed Drug Recognition Expert (DRE) certification—one of the most demanding courses in policing.

Auxiliary Program

- Operating since approximately 1999–2000.
- 3 auxiliary members contributed 401 volunteer hours in 2025.
- Support community events and outreach initiatives.

Policing Standards & Governance

- Following the provincial policing review:
 - 5 policing pillars, 39 policing standards introduced (2024).
 - All 39 required policies submitted in Summer 2025.
 - Audit process with the Province underway; awaiting results.

Strategic Plan

- First comprehensive strategic plan in many years adopted in Fall 2024.
- Now entering Year 2.
- Year-1 Results:
 - 78% of objectives completed.
- Strategic pillars include:
 - Communication
 - Equipment & accountability

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- Building trust
- Proactive enforcement
- Administration
- Training, education & wellness

Capital Projects (Approved by Council)

- New police vehicles
- Body armour
- Records management system (PROS) – implementation ongoing
- GPS technology
- New service pistols (received; training underway)

Wellness Initiatives

- Annual wellness grants through NSFM (began 2024; continued in 2025).
- Includes both on-duty and off-duty activities.
- Acknowledged as a significant cultural and operational benefit.
- Fundraising initiatives include Battle of the Badges (with Fire Service).

Community Engagement

- Parades
- Cram the Cruiser
- Special Olympics (including upcoming Polar Plunge)
- Valley Harvest Food Drive

Engagement described as foundational to Kentville Police Service operations.

Awards & Recognition (2025)

- Sgt. Trevor MacNeil – 30 years service
- Constable Cleaves – 15 years
- Sgt. Goss – 25 years
- Sgt. MacDonald – 20 years
- Sgt. Loots – 25 years (retired)

Councillor Cathy Maxwell: Residents perceive downtown Kentville as unsafe after 5:00 p.m.; has the Police Service discussed ways to address this perception?

- Response from Chief Marty Smith:
 - Perception is complex; not all downtown issues are criminal in nature.
 - Regular management meetings address downtown challenges.
 - Officers are responding daily; call volumes continue to increase.
 - Repeat mental health and addiction-related calls place strain on members.
 - No simple solution; requires collaboration, innovation, and member wellness consideration.

Councillor Cate Savage: Could more provincial involvement in mental health reduce police call volume?

- Response from Chief Marty Smith:
 - Root causes (mental health, addictions) exceed policing capacity.
 - Long wait-times for mental health services are unacceptable.
 - Police must be at the table but cannot resolve these issues alone.
 - Ongoing collaboration with provincial bodies and ministerial working groups continues.

Councillor Cathy Maxwell: Could a consistent evening or night officer downtown help public confidence?

- Response from Chief Smith:
 - Staffing constraints acknowledged.
 - Typical evening shift: 2-3 officers maximum.
 - Day shifts have higher staffing levels.
 - Options for increased evening visibility are being discussed internally.
 - Considered a possibility, particularly as warmer weather approaches.

b. Engineering and Public Works

Kentville Water Commission

- A draft operating and capital budget has been prepared to support completion of the water rate study by consultants.
- Once rate increases are approved, final budgets will be presented to the Water Commission meeting on April 29 at 3:00 p.m. in Council Chambers.
- Director Bell and Director Matthews attended the Nova Scotia Regulatory and Appeals Board (NSRAB) water rate hearing last week.
- Consultants presented the rate study; several undertakings were requested and are due April 21.
- Once undertakings are addressed and minor revisions completed, a water rate increase is anticipated to take effect July 1, 2026, coinciding with second-quarter billing.

Sanitary Sewer

- No internal operational issues reported for March.
- The 2026–27 Regional Sewer Budget was presented and subsequently approved by Council.
- Approval was communicated to Finance and Engineering departments at Kings County.

Public Works Operations

- Street Sweeper is now back in service following winterization.
 - Actively cleaning gutters and parking lanes.
 - Preparatory work underway for road line painting next month.

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- Winter Equipment Procurement:
 - New plow/salt truck expected in September.
 - New sidewalk machine expected in August, for integration into winter fleet.

Capital Projects & Infrastructure Updates

Mitchell Brook Culvert Replacement

- Project officially awarded.
- Pre-construction meeting completed.
- Currently reviewing shop drawings and coordinating remaining requirements.
- Construction restricted to June-September environmental window; work most likely in July-August.
- Temporary traffic signals will be installed on Park Street for several weeks during construction.

Donald E. Hiltz Road Project

- Design underway for Phase 2:
 - Replacement of the water tank in the Business Park.
 - Relocation of the treatment facility from Mitchell Avenue to the new tank site.

Active Transportation (ICIP Program – Final Year)

- Final phase of the multi-year AT sidewalk project.
- Public Works component includes replacement of a deteriorated brick sidewalk section:
 - From Park Street near West Main to near the former Travelers Club, extending toward the Baptist Church.
 - Project will complete the active transportation loop.

Provincial Paving Program

- Application submitted.
- Focus for this year: West end of Park Street.
- Program is 50% provincially funded; currently in Year 3 of a 5-year program.
- Funding decision expected within 1–2 weeks.
- Tendering to follow immediately if approved.

Patch Paving Program

- Annual patch paving tenders closing this week.
- Main routes scheduled for repair in May, with additional areas addressed throughout the summer.

Councillor Rob Baker: What small changes were requested by NSRAB during the water rate hearing?

- Response from Director Dave Bell:
 - Undertakings were mainly clarification questions, not substantive changes.

- Examples include confirmation that utilities do not own real property; the Town owns land where infrastructure is located.
- No significant impact expected on the proposed rates.

With warmer weather approaching, what is the outlook for sanitary sewer odours this spring compared to last year?

- Response from Director Dave Bell:
 - Aeration continues year-round, though sometimes reduced when lagoons are fully iced over.
 - Significant upgrades completed over the past three years:
 - De-sludging
 - Improved aeration
 - New, higher-efficiency blowers
 - Some seasonal transition period is expected, but prolonged odour issues into the summer are not anticipated.
 - Optimism expressed for a more typical operational year.

Deputy Mayor Debra Crowell: How did the snow removal budget perform following a long winter season?

- Response from Director Dave Bell:
 - Final numbers pending (Director Wanda Matthews to confirm).
 - Salt usage remains high regardless of snowfall volume.
 - Salt and hauling costs increased.
 - Standby loader contract costs rose and are difficult to tender due to uncertainty.
 - Loader was used 4-5 times during major storm events.
 - Budget expected to be approximately \$20,000 over, but within a manageable range.

Councillor Cate Savage: Clarification requested on the deferral of the Apple Tree Lane storm sewer project.

- Response from Director Dave Bell:
 - Phase 1 completed previously to alleviate trapped water issues.
 - Only minor landscaping and easement restoration occurred this year.
 - Phase 2 (not yet completed) will connect the line to a lower catch basin and permanent storm main.
 - Phase 2 remains included in the current capital budget.

Councillor Cathy Maxwell: Inquiry about incomplete sidewalk/concrete work at the intersection.

- Response from Director Dave Bell:
 - Section delayed due to winter conditions following replacement of a catch basin.

- Small concrete pour was not feasible late in the season.
- Work will be completed as soon as concrete conditions permit, within the next few weeks.

c. Finance

The Finance report circulated for this meeting was brief, as recent efforts have focused primarily on preparation of the Operating Budget.

Statement of Operations (End of February)

- Forecasted year-end position:
 - Remains unchanged at just over a \$100,000 surplus.
- March activity and year-end accounting adjustments are still being processed.
- At this stage, there are no indicators suggesting the Town will not achieve the projected surplus.

Capital Expenditure Report

- Nearly all capital projects are complete.
- Projects not completed were either cancelled or deferred.
- Pool Renovation Project:
 - Listed as incomplete due to remaining deficiencies still being addressed.
 - No significant cost increases anticipated.
 - Project not marked complete as work is ongoing, though expected costs remain within forecast.

Property Tax Collection

- Outstanding taxes: Approximately 1%.
- This level is consistent with previous years.

d. Planning and Development

Plan Review

- The Planning Advisory Committee (PAC) will commence the first substantive step in the Municipal Plan Review later this week.
- This marks the transition from preparatory work to active policy review.
- Further information and updates will be provided to Council as the process advances.

Development Activity (March)

- Four development permits issued in March.
 - Noted as seasonally low due to off-season timing.
 - Early April numbers already show a significant increase in permit activity.
- Two ongoing applications will be reviewed by PAC later this week:
 - Home-based business
 - Concurrent construction

Supportive, Transitional & Emergency Housing Amendments

- The Support of Housing report will return to PAC with:
 - Clarified definitions
 - Additional policy language to better support implementation
- Revisions are intended to address feedback and improve regulatory clarity.
- Another opportunity for public and committee discussion will occur at PAC.

Bylaw Readiness

- Two bylaws are being finalized, in coordination with the CAO, to support:
 - Heritage matters
 - Building regulations
- These bylaws support broader planning and development objectives.

Economic Development Highlights

- VIC (Visitor Information Centre) operations ongoing:
- A wide range of economic development activities are progressing.
 - Continued coordination with the Apple Blossom Festival.
 - Centre Square bookings progressing.
 - Branding work underway (including Pumpkin People).

Councillor Cate Savage: Noted that amendments appear more extensive than previously discussed. Asked whether revisions primarily concern definitions or extend further.

- Response from Director Darren Shupe:
 - Definitions are a significant component, as implementation depends heavily on clear definitions.
 - Earlier versions lacked sufficient policy support, which has now been added.
 - Amendments now include:
 - Clear policy direction informing regulations.
 - Separation of emergency shelters and supportive housing as distinct uses.
 - Proposal that emergency shelters be directed to institutional zones.
 - Different regulatory approaches for emergency shelters versus supportive housing.
 - Overall objective is better control, clarity, and appropriateness of housing types.

e. Parks and Recreation

Operational Focus - March

- Primary focus was on seasonal and summer staff hiring.
- Spring programs were launched.
- Arena season concluded successfully with no reported issues.

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Procurement

- Significant procurement activity undertaken to prepare for upcoming spring and summer operations.

Facility Updates

Pool Renovation

- Pool work has commenced.
- Remaining work includes:
 - Completion of paver installation
 - A small section of concrete patching
- Work is nearing completion.

Grants – Successful Applications

Director Langel reported four successful grant applications:

- \$1,000 – *Junior's Recreation / Community Challenge Grant*
- \$12,240 – *Trans Canada Trail Grant*
 - Funding allocated to summer park staff
- \$7,040 – *Canada Summer Jobs Grant*
 - Funding to support outreach and programming staff
- \$5,000 – *Celebrate Canada Grant*
 - Funding for Canada Day celebrations

Councillor Cate Savage: Praised the summer program guide and lineup, noting it as excellent and very well done.

5. NEW BUSINESS

a. Recreation Summer Plan and Activating Champions Initiative

Laura Jacobs, Manager of Recreation Services provided an overview of the Parks & Recreation summer 2026 service model, focusing on programs and services centred on people-based recreation, as distinct from facilities and infrastructure.

She acknowledged the Recreation Services team, including:

- Active Living Community Coordinator
- IDEA Program Facilitator
- Communications & Administrative Support

The summer program delivery model is organized into three primary service areas ("buckets").

1. Aquatics

Aquatics remains a core summer service.

Program Elements

- Swim lessons
- Lifeguarding services

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- Public swims
- Lane swims
- Aquatic fitness programming
- Water safety education

Specialty Programs

- Sensory swims (in partnership with the SHIFT program)
- Rainbow swims
- “Swim with a Mermaid” event

Schedule Enhancements

- Pool schedule largely consistent with previous years
- Adjustments made in response to community feedback:
 - Increased availability of lane swims
 - Increased adult swim opportunities

Council was thanked for ongoing support of aquatics programming.

2. Summer Day Camp Programming

The summer day camp program continues to be an essential family support service.

Program Focus

- Daily camp programming for children
- Themed activities, games, outdoor play
- Strong emphasis on outdoor education and nature-based learning Program Philosophy
- Camp programming is viewed as an extension of the Nature Kids program
- Emphasis on engagement with nature, skill development, and recreation-based learning

Community Partnerships

- Music & Communities:
 - Four weeks of music-based youth camps (successful pilot repeated from last year)
- Camp Kindness:
 - Additional opportunities for youth programming

3. Summer Fun Crew (Formerly Outreach)

The Summer Fun Crew merges traditional outreach with expanded programming and event support.

Activities Include

- Pop-up activities in parks
- Drop-in games
- Neighbourhood play initiatives
- Support for community events:
 - Canada Day
 - Spike Run
 - Environment Day

- Other major community initiatives

New Initiative: “Activating Champions”

- Builds on Kentville’s participation in the Canadian Parks and Recreation Association (CPRA) “Activating Neighbourhoods” pilot
- Kentville was one of seven communities involved nationally
- Focuses on community-led recreation Approach
- Residents bring recreation ideas forward
- Summer staff support development and facilitation
- Encourages neighbourhood ownership of recreational activity
- Supports resident leadership and grassroots programming

Strategic Alignment & Outcomes

The overall summer model aligns with ongoing Recreation Planning goals by:

- Improving access to recreation
- Strengthening social connections
- Supporting community partnerships
- Testing innovative service delivery models
- Building long-term recreation capacity
- Supporting recreation “for community, by community”

The model was described as balanced, maintaining existing core services while investing in innovation and community development.

b. Bylaw 206 – Heritage (first reading)

Councillor Cate Savage: Clarification requested on the penalty range of \$500 to \$2,000, and whether it applies only after a property owner has agreed to heritage designation and subsequently contravenes the bylaw (e.g., dismantling or altering the property without approval).

- Response from Director Darren Shupe and CAO Chris McNeill:
 - Yes, the penalties apply only after a property is registered as a heritage property and a contravention occurs.
 - The penalty clause is a standard legal provision included in municipal bylaws.
 - Enforcement is a last resort, with the courts determining the appropriate fine based on the seriousness of the violation.

Councillor Rob Baker: Can subsequent property owners apply to have a heritage property de-registered?

- Response from Director Darren Shupe:
 - Yes, there is a formal deregistration process available.

Can a property owner self-nominate their property for heritage consideration, or does designation only occur through Planning Advisory Committee recommendations?

- Response from Director Darren Shupe:
 - Property owners may self-nominate their property for heritage designation.
 - Applications are not limited solely to PAC-initiated recommendations.

Councillor Rob Baker noted that self-nomination could be made clearer in the bylaw text.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council give first reading to Bylaw 206 – Heritage Property.

MOTION CARRIED

c. Bylaw 205 – Building (first reading)

Councillor Cate Savage: Section 4E states that a building permit is valid for one year from the date of issuance and is renewable. Asked whether renewal is automatic or subject to review.

- Response from Director Darren Shupe:
 - Permits are valid for one year only.
 - If construction or renovation has not commenced within that period, the permit holder must apply for a renewal.
 - Renewal is not automatic.
 - Re-application is required because building, plumbing, or electrical codes may change.
 - The process ensures work complies with current standards at the time construction begins.

Asked whether the permit fees listed in Schedule A are generally in line with other municipalities.

- Response from Director Darren Shupe:
 - Permit fees are consistent with those used in Kings County.
 - Fees have not changed significantly over the years.
 - No indication has been received that a revision is currently required.

It was moved by Councillor Cate Savage, seconded by Councillor Rob Baker that Council give first reading to Bylaw 205 – Building.

MOTION CARRIED

d. Reserve Transfer Request

The requested withdrawal relates to several capital-related expenditures that:

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- Exceeded originally approved budget amounts, or
- Were items not specifically approved in the original capital plan but required operational adjustment during the year.

Examples Noted

- RICO Photocopier:
 - Historically leased.
 - Reviewed as more economical to purchase outright at this time.
- Generator Fence:
 - Not undertaken this year as it will be addressed as part of a larger Town Hall project.
- Internal administrative approvals were used to manage these changes during the year.

Financial Details

- Capital Reserve Over-Expenditure (2025–26): \$30,278
- Staff are requesting Council approval for a withdrawal of \$30,278 from the Town Capital Reserve to offset these additional costs.
- This request forms part of normal year-end audit and housekeeping adjustments.

Impact on Capital Reserve

- Impact is considered minimal, due to:
 - Savings realized on other approved capital projects.
 - Strong overall reserve position.

Reserve Context

- Intended capital reserve transfers: approximately \$1,048,000
- Actual withdrawals to date: approximately \$685,000
- Sufficient remaining balance exists to accommodate this request without concern.

It was moved by Deputy Mayor Debra Crowell, seconded by that Councillor Cathy Maxwell 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.

MOTION CARRIED

Councillor Rob Baker left his sit at 6:00pm before the vote on item 5.e since he declared a conflict of interest.

e. Lions Club of Kentville Lease

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It was moved by Councillor Cate Savage, seconded by Councillor Samantha Hamilton that Council enter into the proposed 5-year lease agreement with Lion's Club of Kentville for PID #55498521 at 78 River Street, Kentville.

MOTION CARRIED

Councillor Rob Baker came back to his sit after the vote on item 5.e since he declared a conflict of interest.

f. Business Advisory Committee Terms of Reference

Councillor Cate Savage: Sought clarification on the reporting structure outlined in the Terms of Reference, specifically:

- The reporting relationship between the Council Business Advisory Committee and Council.
- The operational reporting line to the CAO.
- How the Community Economic Development Coordinator (CEDC) role is positioned within the structure.
- Whether an additional staff position (beyond the CEDC) would be reflected in the Terms of Reference, given that the operating budget has now been approved.

Response from CAO Chris McNeill:

- Confirmed that:
 - An additional staff position will be added to work alongside the Community Economic Development Coordinator.
 - The CEDC will act as the lead for a small team (five, as referenced), with:
 - The additional staff person focusing on research, analysis, and report preparation.
 - All formal communication and reporting flowing through the CEDC.
 - This structure ensures:
 - Clear operational oversight
 - Streamlined reporting
 - Avoidance of duplicative or burdensome reporting requirements
- Reporting to Council:
 - Reporting is not onerous.
 - Reports to Council are anticipated twice annually, consistent with what is outlined in the Terms of Reference.
 - The lead staff position (CEDC) will be responsible for presenting updates and findings to Council.

Councillor Cate Savage confirmed understanding that: The twice-yearly reporting schedule remains appropriate.

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- The bulk of background work will be completed by the supporting staff position.
- Council interaction will primarily be through summarized reports and presentations.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council approve the draft Terms of Reference for Kentville Business Advisory Committee.

MOTION CARRIED

g. Nominating Committee Report

Councillor Cate Savage asked whether background information on Ms. Hancock had been reviewed. Mayor Andrew Zebian confirmed that applicant background and qualifications were reviewed by the Nominating Committee as part of its evaluation process.

Councillor Rob Baker asked whether the Planning Advisory Committee (PAC) has a prescribed composition, such as representation from business, development, or specific sectors.

- Response from CAO Chris McNeill:
 - PAC appointments are not based on representation from specific sectors or interest groups.
 - The intent is to appoint individuals who are:
 - Representative of the broader community
 - Open-minded and thoughtful
 - Interested in the overall growth and development of the Town
 - Applicants with narrowly defined or vested interests are generally avoided.
 - Emphasis is placed on good judgment and community perspective rather than specific professional backgrounds.
- Clarification:

Similar to Council committee appointments, a specific technical background (e.g., development, accounting) is not required; members learn and contribute through participation.

It was moved by Deputy Mayor Debra Crowell, seconded by that Councillor Cathy Maxwell that Council approve the appointment of Ashley Hancock to the Planning Advisory Committees effective April 13, 2026, to December 31, 2027.

MOTION CARRIED

h. Build Nova Scotia Fee Waiving

Councillor Rob Baker asked whether Build Nova Scotia is a provincial department or an arm's-length organization, and whether the Town has any leverage in relation to provincial funding.

- Response from CAO Chris McNeill:
 - Build Nova Scotia is a Provincial Government entity.
 - The province has the authority to proceed independently of municipal bylaws if it chooses.
 - In this case, the province has elected to seek Council's cooperation and approval, rather than exercising that authority.

Councillor Cate Savage sought clarification on whether the Town would still receive revenue through property taxes.

- Response from CAO Chris McNeill:
 - The properties will be provincially owned.
 - The Town will receive Grants in Lieu of Taxes (GILT) rather than standard municipal property taxes.

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

MOTION CARRIED

- i. Spring Debenture Pre-Approval 2026
 - The request relates to 2025–26 capital projects that were approved with debt financing.
 - Both the Town and the Kentville Water Commission intend to participate in the provincial debenture offering expected to be issued in May.
 - To participate, a Council resolution and letter of commitment must be submitted to the Department of Finance and Treasury Board by April 23.

Debenture Amount Requested

Total Debenture Request: \$3,080,400

Breakdown

- Town of Kentville: \$2,799,400
- Kentville Water Commission: \$281,000

Projects to Be Financed

Shared / Connector Project

- Donald E. Hiltz Connector
 - Town share: 26.67%
 - Water Commission share: 26.67%

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Town Capital Projects

- Active Transportation components
- Street sweeper (debt-funded portion)
- Provincial road project (Town's share where Province provides 50% funding)
- Arena upgrades:
 - Condenser
 - Dehumidifier
- The total debenture amount is less than originally budgeted, reflecting project efficiencies and finalized costs.

Interest Rate Parameters

- The resolution specifies a maximum interest rate of 7%.
- This is a protective ceiling, not an expected rate.
- Recent benchmarks:
 - Fall debenture: 3.501% (20-year term)
 - Current estimates: approximately 4.9%
- The higher cap ensures the Town is not excluded from the issuance if rates marginally exceed expectations.

Councillor Cate Savage asked whether the interest rate could fluctuate while the debenture is active.

- Response from Director Wanda Matthews:
 - Yes, interest rates are determined at issuance.
 - The "not-to-exceed" rate in the resolution ensures flexibility and continued eligibility.

It was moved by Deputy Mayor Debra Crowell, seconded by that Councillor Cathy Maxwell that 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.

MOTION CARRIED

6. PUBLIC COMMENTS

There were no public comments.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Samantha Hamilton, that Council move into closed session at 6:12 p.m.

MOTION CARRIED

7. CLOSED SESSION

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

RETURN FROM CLOSED SESSION

It was moved by Councillor Rob Baker, seconded by Deputy Mayor Crowell, that the meeting return from closed session at 7:11 p.m.

MOTION CARRIED

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:11 p.m.

Approval Date

Mayor Andrew Zebian



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

May 11, 2026

Programs and Operations

- **Kentville Water Commission:** We are pleased to report that Public Works installed our first "Automatic Flusher" on Alicia Boulevard to service the streets of Carmen Drive, Duncan Avenue, Alicia Boulevard & Glenlee Drive. The way this water network loops back on itself causes the water for several customers to often have less than desirable colour and clarity due to lack of movement or turn-over of the water in the main. This has resulted in frequent complaints and callouts to our Water Commission Department to run a hydrant a few times a month which is both time consuming and difficult to do safely in the winter months since the water freezes on the street. This new automatic flusher was purchased under last year's KWC Capital program but arrived too late in the year to install. We installed it last week and it is programable for both frequency and duration and drains underground to an existing drainage system. We are still fine tuning the frequency and duration settings but are confident that residents will experience better water quality and less callouts for the operators.
- **Sanitary Sewer Area Service:** There were no operational issues in April for our own Sanitary Sewer Area Service.
- **Traffic Authority:** Spring road work including line painting, patch paving, full street paving and other large Capital Works projects will span from now until late fall. We will keep our web page and socials updated on project start dates but as always, expect travel disruption during the busy construction season.

Projects

- **Mitchell Brook Culvert Replacement:** Engineering & PW are working with the contractor and consultant to advance the Mitchell Brook Culvert Replacement project, including shop drawing reviews and pre-construction coordination. Construction is anticipated for July and August.

- **AT Project:** The final phase of the ICIP-funded Active Transportation Sidewalk project, focusing on the north side of Main Street between West Main and Webster Street, has now closed for tender. Staff are currently reviewing the submissions.
- **Provincial Paving Program:** We were successful in our Provincial funding application for \$500,000 matched for a total of \$1M of main route street re-paving. Only Provincial “trunk routes” qualify for this stream of funding and following our assessment of the worst continuous sections of our No. 1 Highway, we chose the section of west Park Street from Shylah Drive to just west of Acadia Drive. In addition, as long as the budget allows, we plan to repave the section of Aberdeen Street from Webster to Main Street, completing the last piece of the “downtown loop”. The tender is out now and scheduled to close May 20th for June / July construction.
- **Patch Paving Program:** Our 2026 Patch Paving Tender has been awarded and we expect patching of main route to begin after the May long weekend and continue to other areas of Town throughout the summer.

Public Engagement

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

Meetings and Events

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- Monthly JOHSC meeting
- April 7th – NSRAB Water Rate Meeting
- April 13th – Council Advisory Committee Meeting
- April 15th – NS Power Projects Update Meeting
- April 27th – Council Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



TOWN OF KENTVILLE
Staff Report to Council Advisory Committee
For the Month of April 30, 2026
DEPARTMENT- FINANCE

Operations

- The 2026–2027 Town Operating Budget was presented to Town Council and approved on April 13, 2027, containing a balanced budget with a general tax rate increase of \$0.04 per \$100 of taxable assessment.
- Finance and Engineering and Public Works took part in the KWC Regulatory and Appeals Board rate hearing on April 7th. Amendments to the proposed funding requirements were made following specific queries, resulting in slight rate changes. The proposed rates are still under review, pending a final decision.
- The Finance department focused on year-end procedures, cut-off processes, and accounting activities to facilitate preparations for the 2025–2026 financial audit.
- Reporting to Municipal Affairs regarding HST Offset Revenues completed within reporting deadlines.

Financial

- Commitment from Council to participate in the spring debenture has been communicated with the NS Finance and Treasury Board.
- The unaudited year-end results for March 31, 2026 are in the process of being finalized. Although the initial forecast projected a modest surplus, preliminary figures indicate a higher operating fund surplus. Additional entries are expected and will be recorded as part of the ongoing year-end review and accounting procedures. At this stage, it is uncertain whether these adjustments will increase or decrease the surplus.
- Fourth quarter utility bills valued at \$ 604,062 were sent in April 14th with a due date of May 25, 2026.
- Interim tax bills for 2026-2027, totaling \$7,906,191, were issued on April 27th and are due by May 29, 2026. As Council established rates prior to the billing date, taxes are calculated using the 2026-2027 rate and the 2026 assessment values in accordance with policy.

Outstanding Tax Receivable Aging			
2026-2027	2025-2026	2024-2025	Prior Years
\$7,080,687	\$ 117,036	\$ 15,414	\$ 7,150

Respectfully submitted,

Wanda Matthews, CPA, CA
Director of Finance



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

May 2026

Looking Forward

Planning & Development Staff are in the process of hiring both a Business Development Coordinator and Planner (1-year term), with interviews to be scheduled within the next few weeks and start dates estimated for early June.

The Planning Advisory Committee will be assisting with the Plan Review process starting with the development of a draft growth framework, followed by a review of the Town's flood risk mapping. These components will help to establish two of the Statements of Provincial Interest (SPIs). Staff expect to take the full set of SPIs out for public engagement in the fall of 2026.

Month in Review

Development Applications

- Development Permits: Eleven (11) development permits were issued in the month of April with an estimated construction value of \$2,931,035.
- Site Plan Approval Applications: No site plan approval applications were received in April.
- Subdivision Applications: No subdivision applications were received in April.

Planning Applications and Reports

New

- One (1) new application was received in April to rezone 172 Main Street (PID 55290803) from One- and Two-Unit Dwelling (R2) Zone to Medium

Density Residential (R3) Zone. A Public Participation Meeting was held on May 5, 2026, and the application will be introduced at Planning Advisory Committee on May 13, 2026.

Ongoing

- An application has been received for a text amendment to the Land Use By-law for home-based businesses to allow for group classes of up to 8 people per class. Section 5.1.3(c)(i) currently restricts classes to “private one on one instruction or tutoring in the arts”. Council gave the proposal First Reading on April 27, 2026, with a Public Hearing scheduled for May 25, 2026.
- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-Law that would allow, under specific conditions, the issuance of development permits prior to final subdivision approval. After legal review, significant modifications to the amendments were required which required the application review process to restart. Council gave the proposal First Reading on April 27, 2026, with a Public Hearing scheduled for May 25, 2026.
- Staff have prepared amendments to the Town’s planning documents to clarify how diverse forms of housing—such as supportive, transitional, and emergency housing—are addressed within Kentville’s planning framework. First Reading was given to the proposed amendments on December 15, 2025. Following legal review, substantive revisions were made to make “emergency shelter” an institutional use to be considered through a development agreement. Supportive and transitional housing were combined under a single “program-based housing” definition, permitted in the Medium Density Residential (R3) Zone, subject to density controls. A Public Participation Meeting has been scheduled for May 21, 2026.
- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300) on December 12, 2024. Staff and the applicant are working towards advancing the application.

Bylaw Amendments

- The Building Bylaw has undergone amendments to include specific language requiring building officials to withhold an occupancy permit until sewer and water connections are approved by the Town Engineer. First Reading was given by Council on April 27, 2026 and Second reading is scheduled for May 25, 2026.
- Staff have advanced revisions to the Town's Heritage Bylaw. The proposed amendments modernize the by-law by aligning responsibilities with the Planning Advisory Committee, strengthening notice and registration procedures, and clarifying the voluntary nature of heritage designation. The updated framework is intended to improve administrative clarity, ensure compliance with the Heritage Property Act, and address prior procedural issues related to notification timing. First Reading was given by Council on April 27, 2026 and Second reading is scheduled for May 25, 2026.

Community and Economic Development

- Festival and event planning is underway. Permit applications are being received and processed for larger signature events; other bookings are also starting to fill up the summer calendar for Centre Square.
- VIC is up and running, we are still receiving and organizing this year's brochures and printed promotional materials but are holding open hours weekly while we continue to prep the space and plan for the season.

Respectfully Submitted,

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

Kirsten Duncan
Development Officer,
GIS/Planning Technician

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer,
Planning Coordinator

Alice Jebiwott
Climate Action
Coordinator

Activity Report

Planning & Development



	April 2026		April 2025	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
Number of Permits	11	25	10	27
Total Building Value	\$2,931,035.00	\$5,421,530.00	\$13,118,178.10	\$14,910,870.34
Permit Revenue	\$1,832.84	\$21,794.48	\$12,550.58	\$14,461.14

Permit Report

Planning & Development



April 2026

Permit #:	4557	Permit Date:	4/8/2026
Value of Construction:	\$5,000.00	Fee:	\$31.00
Change of Tenant (Porter's Trophy to Mia's Pet Spa) and Renovation to plumbing for grooming tubs			

Permit #:	4558	Permit Date:	4/10/2026
Value of Construction:	\$30,000.00	Fee:	\$42.00
Replace rear deck with a 10' x 20' sunroom			

Permit #:	4556	Permit Date:	4/10/2026
Value of Construction:	\$2,800,000.00	Fee:	\$1,560.00
100' x 100' extension			

Permit #:	4559	Permit Date:	4/10/2026
Value of Construction:	\$5,000.00	Fee:	\$0.00
Construction of a 12' x 16' utility shed			

Permit #:	4546	Permit Date:	4/15/2026
Value of Construction:	\$0.00	Fee:	\$0.00
Change of Use (Unknown to Manufacturing, Processing, and Assembly), and Change of Tenant (Parsons Investments Ltd.to Finished Touch)			

Permit #:	4561	Permit Date:	4/16/2026
Value of Construction:	\$19,800.00	Fee:	\$50.00
Installation of 16 Rooftop Solar Panels			

Permit #:	4562	Permit Date:	4/16/2026
Value of Construction:	\$16,000.00	Fee:	\$55.20
Convert existing laundry room into a bathroom by installing a shower, toilet, and vanity. All affected plumbing to be updated.			

Permit #:	4564	Permit Date:	4/21/2026
Value of Construction:	\$6,500.00	Fee:	\$0.00
5' Chain Link Fence to Enclose Rear Yard			

Permit #:	4560	Permit Date:	4/22/2026
Value of Construction:	\$26,235.00	Fee:	\$50.00
Installation of 23 Rooftop Solar Panels			

Permit #:	4563	Permit Date:	4/28/2026
Value of Construction:	\$20,000.00	Fee:	\$44.64
14' x 16' Second Floor Only Addition			

Permit #:	4565	Permit Date:	4/29/2026
Value of Construction:	\$2,500.00	Fee:	\$0.00
Install a 35' x 6' wooden fence on side property line			



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of April 2026
Department of Parks and Recreation
Presented on May 11, 2026**

Administration and Operations

- Active Living Coordinator Position has been posted
 - Thank you to Bekah Craik for her time with the Town of Kentville and her work towards developing community partnerships and programs in our community
- Staff have begun collaborating with the Planning department on Town wide community engagement for the Recreation Plan and Climate Action Plan.
- Parks and Recreation procurement that has been posted or closed:
 - Campbell Road Parking Lot Guardrail – project completed
 - Park Truck – project completed
 - Utility Vehicle – project completed
 - Metal Park Bleachers – awaiting delivery
 - Memorial Park Fencing Project – procurement closed
 - Recreation Centre Flooring – Procurement posted
 - Active Transportation Gorge Trail – Procurement posted
- Staff were awarded additional operational grants in the month of April
- Staff met with community groups regarding potential fundraising for the Senior Baseball Field Lighting project in 2027

Facilities and Operations

- Reports of vandalism in a few different locations in our recreation facilities
 - The portable toilet at Miners Marsh has been removed and relocated to Memorial Park, to be located beside the fire damaged bathroom/electrical building by the softball field, which is out of commission.
 - Staff to replace parts of the fire damaged dugout located in Memorial Park
- Staff met with the AAFC regarding the notice of intent to Divest Ravine Lands, which the Town currently maintains through an easement agreement with her Majesty the Queen

Programs and Outreach

- Spring and summer program launched in March and April
- Summer program guide was released in April
- Upcoming dates, all information can be found at <https://kentville.ca/programs> and click on the Kentville Summer Program guide or call 902-679-2539 or email recreation@kentville.ca :
 - May 4 – Music Camp Registration
 - May 25 – Day Camp Registration
 - June 1 – Aquatics Registration

April Events:

- Volunteer Awards
 - Congratulations to all award winners and thank you for all you do in our community

Respectfully Submitted,



Craig Langille
Director of Parks and Recreation



Mar 2026

ADMINISTRATION	2025	2026
SOT's	44	20
Foot Patrol	143	130
Criminal Code Charges	32	23
Calls for Service	301	333

HIGHLIGHTS/INITIATIVES:

- Members volunteered at Lion's Club monthly Fundraiser again
- Municipal Wellness Program-Financial Planning Presentation

PATROL:

- 34% of the calls were in the downtown core dealing with suspicious persons/trespassing/wellbeing checks and mental health calls.
- Increase this month with 333 calls for service.
- 2 members assisted with interviews for the APA Cadet process
- Warrant executed for stolen property

TRAINING:

- 362 hours of training
- GSAR Incident Command Training with multiple Organizations
- Pistol Armorer Course
- Use of Force Day 1
- DRE- Drug Recognition Expert (Practical)
- Positional shooting instructor course

BY-LAW

- 130 hours Foot Patrol
- 51 parking Tickets
- 49 Warning tickets
- 13 smoking infractions
- 10 Assist KPS with calls
- 3 Municipal By-Law investigations

Mar 2026



COMMUNITY ENGAGEMENT SERGEANT:

- Safety Talk
- Assisted CCN with IPTA patients at VRH
- Meetings with Open Arms and Outreach team to build relationships
- Youth Program monthly events-attended a day in Court
- Covered shift for training
- Student Advisory Council meeting
- Meeting with staff at KCA

COMMUNITY CRISIS NAVIGATOR:

- 28 Agency Meetings - Open Arms Outreach, The Women's Place, CAP, Circle NS, Portal Youth, Project H.O.P.E, Coordinated Access
- 11 Community Presence/Involvement - Facilitated a community meeting for unhoused members to talk about safety - Research for future policy/procedures, Attended Open Arms breakfast to check in with people, met with many people on the street while walking around and assisted when possible
- 11 Referrals Received - 6 internal, 5 external
- 81 Client Interactions
- 13 Calls deferred to CCN allowing members to focus on other matters

INVESTIGATIVE SECTIONS:

GENERAL INVESTIGATIVE SECTION

- 8 active investigations
- 4 Search Warrants/Production Orders executed
- Break and Enter
- Extensive/Ongoing investigation on Arson file
- Provided assistance to London Police Service for Financial Crime
- Provided assistance to Durham Regional Police for ICE file
- Use of Force Instructor-spent 3 days training staff

STREET CRIME ENFORCEMENT UNIT

- 4 active investigations
- Extensive surveillance

CRIMINAL INTELLIGENCE SERVICE NOVA SCOTIA

- Conducted a lot of surveillance and cultivating sources
- Witness Expert workshop
- Coordinated a Valley Intel meeting
- Arrested individual on Canada Wide Warrant



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

Preliminary YTD March 2026		2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Remuneration					
122-11-011	Remuneration- Administration	478,599	468,398	97.9%	-2.1%
122-11-012	Remuneration- Sergeant	595,576	594,004	99.7%	-0.3%
122-11-013	Remuneration-Constable	1,038,434	1,012,409	97.5%	-2.5%
122-11-014	Stat pay	50,000	59,661	119.3%	19.3%
122-11-015	Overtime-Sergeant	18,385	25,664	139.6%	39.6%
122-11-016	Overtime-Constable	47,134	85,456	181.3%	81.3%
122-11-017	Secondment	105,379	115,540	109.6%	9.6%
122-11-019	Special event overtime- S & C	12,000	12,909	107.6%	7.6%
		2,345,507	2,374,041	101.2%	1.2%
Benefits 122-12-02X		478,240	466,607	97.6%	-2.4%
Internal Allocation 122-13-010		10,012	(9,458)	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	400	33.3%	-66.7%
122-14-034	Meeting-Commission	5,000	1,776	35.5%	-64.5%
122-14-036	Director's expense	7,500	7,289	97.2%	-2.8%
122-14-037	Inspector's expense	4,000	2,947	73.7%	-26.3%
122-14-039	Training	30,000	20,136	67.1%	-32.9%
122-14-041	Auxiliary program	4,600	2,414	52.5%	-47.5%
122-14-042	Insurance-liability/E&O	54,139	55,639	102.8%	2.8%
122-14-045	Office expense & supplies	18,000	19,462	108.1%	8.1%
122-14-048	Telephone	30,000	25,386	84.6%	-15.4%
122-14-051	Equipment rental	5,000	4,060	81.2%	-18.8%
122-14-058	Other expense	5,600	7,054	126.0%	26.0%
		165,039	146,563	88.8%	-11.2%
Occupancy-Police Building					
122-15-011	Custodial	10,000	8,560	85.6%	-14.4%
122-15-042	Insurance	3,325	3,325	100.0%	0.0%
122-15-060	Heat	7,000	5,897	84.2%	-15.8%
122-15-061	Electricity	13,500	16,369	121.3%	21.3%
122-15-062	Water/sewer	2,400	2,038	84.9%	-15.1%
122-15-068	Maintenance- Other costs	24,700	29,840	120.8%	20.8%
		60,925	66,029	108.4%	8.4%
Operations-Communication					
122-16-048	Communications	120,000	129,896	108.2%	8.2%
122-16-051	Radio license	2,000	859	42.9%	-57.1%
122-16-053	Maintenance	1,500	537	35.8%	-64.2%
		123,500	131,292	106.3%	6.3%
Operations-Technology (122-16-148)		60,500	47,887	79.2%	-20.8%
Operations-Vehicle					
122-17-042	Insurance	20,626	20,626	100.0%	0.0%
122-17-070	Gasoline	47,000	35,519	75.6%	-24.4%
122-17-071	Operations & maintenance	25,000	20,685	82.7%	-17.3%
		92,626	76,830	82.9%	-17.1%



TOWN OF KENTVILLE
2025-2026 OPERATING EXPENDITURE
POLICE PROTECTION

Preliminary YTD March 2026

	2025-2026 BUDGET	YTD ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Programmes				
122-18-080 Special projects	22,000	5,156	23.4%	-76.6%
122-18-082 Crime prevention/community relations	4,000	2,369	59.2%	-40.8%
122-18-085 Custody and detention of prisoners	50,000	39,518	79.0%	-21.0%
122-18-086 KPS Youth Program	-	-	-	-
	76,000	47,042	61.9%	-38.1%
TOTAL POLICE PROTECTION EXPENDITURE	3,412,349	3,346,831	98.1%	-1.9%
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	130,557	138,325	106.0%	6.0%
Fines and fees- Province	30,000	71,118	237.1%	137.1%
Police Miscellaneous	500	17,030	3406.0%	3306.0%
TOTAL POLICE PROTECTION REVENUE	161,057	226,474	140.6%	40.6%
NET POLICE PROTECTION EXPENDITURE	3,251,292	3,120,358	96.0%	-4.0%
SALES OF SERVICE REVENUE				
Sales of service- Police	517,650	546,275	105.5%	5.5%
LESS: SALES OF SERVICE EXPENDITURE				
Remuneration	165,909	140,050	84.4%	-15.6%
Benefits	27,747	22,473	81.0%	-19.0%
TOTAL SALES OF SERVICE EXPENDITURE	193,656	162,523	83.9%	-16.1%
NET SALES OF SERVICES REVENUE (EXCESS REVENUE OVER EXPENDITURE)	323,994	383,752	118.4%	18.4%
LAW ENFORCEMENT				
Provincial Mandatory				
122-22-200 Transfers to Correctional Services	-	-	-	-
Other				
122-31-080 Prosecution	12,000	10,388	86.6%	-13.4%
122-31-082 Legal	10,000	33,478	334.8%	234.8%
122-31-084 Other-Crossing guards	31,396	27,214	86.7%	-13.3%
122-31-085 Parking/By law enforcement officer	70,394	70,793	100.6%	0.6%
122-31-086 Benefits	19,489	19,070	97.9%	-2.1%
122-31-088 Other-Grant	5,000	5,000	100.0%	0.0%
	148,279	165,942	111.9%	11.9%
TOTAL LAW ENFORCEMENT EXPENDITURE	148,279	165,942	111.9%	11.9%
LESS: LAW ENFORCEMENT REVENUE				
Taxi Licenses	2,600	2,410	92.7%	-7.3%
Parking Tickets	11,000	11,320	102.9%	2.9%
TOTAL LAW ENFORCEMENT REVENUE	13,600	13,730	101.0%	1.0%
NET LAW ENFORCEMENT EXPENDITURE	134,679	152,212	113.0%	13.0%

Occurrence Stats

Violation group - Traffic Offences - Traffic Accidents	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9930 0030 Traffic Collision(s) - Property Damage - Reportable	5	0	5	1	0	0	0.0%	0	0	0	0	0
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	6	0	6	0	0	0	0.0%	0	0	0	0	0
	11	0	11	1	0	0	0.0%	0	0	0	0	0
Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	0	0	0	0	0	2	0.0%	0	0	0	0	0
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	2	0	2	2	0	0	0.0%	0	0	0	0	0
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	7	1	6	5	0	0	0.0%	0	0	0	0	0
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	3	0	3	0	1	0	33.3%	1	0	0	0	0
9900 0060 Parking Offences (Provincial/Territorial)	1	0	1	0	0	0	0.0%	0	0	0	0	0
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	8	0	8	1	3	0	37.5%	3	0	0	0	0
9910 0020 Roadside Suspensions - Alcohol Related - Provincial/Territorial	1	0	1	0	0	0	0.0%	0	0	0	0	0
	22	1	21	8	4	2	28.6%	4	0	0	0	0
Violation group - Traffic Offences - Other Traffic Related Duties	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	1	0	1	0	0	0	0.0%	0	0	0	0	0
9960 0020 Checkstop	31	0	31	0	0	0	0.0%	0	0	0	0	0
	32	0	32	0	0	0	0.0%	0	0	0	0	0
Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	1	0	0	0	0	0.0%	0	0	0	0	0
9235 0070 Operation while impaired (drug) of Motor Vehicle	1	0	1	1	0	0	0.0%	0	0	0	0	0
	2	1	1	1	0	0	0.0%	0	0	0	0	0

Occurrence Stats

Violation group - Traffic offences - Dangerous Operation of Motor	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
9133 0030 No Pursuit Involved - Flight From Peace Officer	2	0	2	2	0	0	0.0%	0	0	0	0	0
	2	0	2	2	0	0	0.0%	0	0	0	0	0
Violation group - Provincial Statutes {except traffic}	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	2	0	2	1	0	1	50.0%	0	0	0	0	0
7300 0100 Mental Health Act - Offences Only	2	0	2	2	0	0	0.0%	0	0	0	0	0
7300 0110 911 Act - Offences Only	5	5	0	0	0	0	0.0%	0	0	0	0	0
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	3	1	2	1	0	1	50.0%	0	0	0	0	0
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	2	0	2	2	0	0	0.0%	0	0	0	0	0
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	13	0	13	0	0	1	7.7%	0	0	0	0	0
8840 0306 Family Law Act – Other Activities	3	0	3	0	0	0	0.0%	0	0	0	0	0
8840 0311 Fire Prevention Act - Other Activities	2	0	2	0	0	0	0.0%	0	0	0	0	0
8840 0336 Mental Health Act - Other Activities	17	0	17	0	0	0	0.0%	0	0	0	0	0
8840 0341 911 Act - Other Activities	4	0	4	0	0	1	25.0%	0	0	0	0	0
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	24	0	24	2	0	0	0.0%	0	0	0	0	0
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	8	0	8	0	0	0	0.0%	0	0	0	0	0
	85	6	79	8	0	4	5.1%	0	0	0	0	0
Violation group - Provincial Statutes - Municipal By-laws	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
9955 0010 Municipal Bylaws - Other	2	0	2	0	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0	0.0%	0	0	0	0	0
Violation group - Other Federal Statutes - Firearms Act	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
8840 0391 Firearms Act - Other Activities	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0

Occurrence Stats

Violation group - Other Criminal Code - Other Criminal Code	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
3410 0030 Breach of recognizance - other	1	0	1	0	1	0	100.0%	1	0	0	0	0
3410 0050 Failure to comply with undertaking	3	0	3	1	2	0	66.7%	1	1	0	0	0
3410 0060 Failure to comply with order	8	0	8	2	5	1	75.0%	4	0	0	0	1
3410 0070 Failure to comply with appearance notice or summons	1	0	1	0	1	0	100.0%	0	1	0	0	0
3430 0010 Disturbing the peace/Causing a disturbance	6	0	6	6	0	0	0.0%	0	0	0	0	0
3520 0010 Fail to comply probation order	1	0	1	0	1	0	100.0%	1	0	0	0	0
	20	0	20	9	10	1	55.0%	7	2	0	0	1
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
1625 0010 Criminal Harassment	2	2	0	0	0	0	0.0%	0	0	0	0	0
1626 0040 Harassing communications	2	1	1	1	0	0	0.0%	0	0	0	0	0
1627 0010 Uttering threats against a person	4	1	3	2	1	0	33.3%	1	0	0	0	0
	8	4	4	3	1	0	25.0%	1	0	0	0	0
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
1420 0010 Assault With Weapon or Causing Bodily Harm	1	0	1	0	1	0	100.0%	0	1	0	0	0
1430 0010 Assault	2	1	1	1	0	0	0.0%	0	0	0	0	0
1460 0010 Assault on Police Officer	2	0	2	0	2	0	100.0%	1	0	0	0	0
1461 0010 Assault on Police Officer with Weapon/Causing Bodily Harm	1	0	1	0	1	0	100.0%	1	0	0	0	0
	6	1	5	1	4	0	80.0%	2	1	0	0	0
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Un- founded	Actual	Not cleared	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2140 0011 Other theft under \$5000	7	2	5	2	3	0	60.0%	3	0	0	0	0
2143 0010 Theft under or equal to \$5000 - Shoplifting	11	0	11	6	4	2	54.5%	2	0	0	0	0
	18	2	16	8	7	2	56.3%	5	0	0	0	0

Occurrence Stats

Violation group - Crimes Against Property - Mischief	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	2	0	2	2	0	0	0.0%	0	0	0	0	0
2170 0095 Mischief to motor vehicle 430(3)&(4) CC	1	1	0	0	0	0	0.0%	0	0	0	0	0
2170 0100 Mischief - Obstruct enjoyment of property	4	0	4	3	0	1	25.0%	0	0	0	0	1
	7	1	6	5	0	1	16.7%	0	0	0	0	1

Violation group - Crimes Against Property - Fraud	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2160 0070 Fraud (money/property/security) greater than \$5000	2	0	2	2	0	0	0.0%	0	0	0	0	0
	2	0	2	2	0	0	0.0%	0	0	0	0	0

Violation group - Crimes Against Property - Break and Enter	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2120 0010 Break and Enter - Business	2	0	2	2	0	0	0.0%	0	0	0	0	0
2120 0020 Break and Enter - Residence	1	1	0	0	0	0	0.0%	0	0	0	0	0
2120 0040 Break and Enter - Other	1	0	1	0	1	0	100.0%	1	0	0	0	0
	4	1	3	2	1	0	33.3%	1	0	0	0	0

Violation group - Crimes Against Property - Arson (excluding offences related to death)	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2110 0011 Arson - damage to property (except motor vehicle)	1	0	1	1	0	0	0.0%	0	0	0	0	0
	1	0	1	1	0	0	0.0%	0	0	0	0	0

Violation group - Crime Prevention/Community Based	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8830 0010 Crime Prevention	1	0	1	0	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0	0.0%	0	0	0	0	0

Violation group - Common Police Activities - Related Police Activities	Reported	Un-founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
8550 0030 Suspicious Person/ Vehicle/ Property	12	1	11	0	0	0	0.0%	0	0	0	0	0
8550 0040 Animal Calls	3	0	3	0	0	0	0.0%	0	0	0	0	0

Occurrence Stats

Violation group - Common Police Activities - Related Police Activities	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
					By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
8550 0050 False Alarms	9	0	9	0	0	0	0.0%	0	0	0	0	0
8550 0060 Items Lost/Found - except passports	16	0	16	4	0	0	0.0%	0	0	0	0	0
8550 0090 Property Check	1	0	1	0	0	0	0.0%	0	0	0	0	0
8550 0140 Breach of Peace	5	0	5	1	0	0	0.0%	0	0	0	0	0
	46	1	45	5	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Information Files	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8535 0010 Information File	5	0	5	2	0	0	0.0%	0	0	0	0	0
	5	0	5	2	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Assistance to General Public	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8546 0010 Assist General Public	13	0	13	1	0	0	0.0%	0	0	0	0	0
8550 0190 Wellbeing Check	35	0	35	1	0	0	0.0%	0	0	0	0	0
	48	0	48	2	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Assistance Files	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agency	7	0	7	0	0	0	0.0%	0	0	0	0	0
8545 0040 Assistance to Canadian Police (non-RCMP) Agency	3	0	3	1	0	0	0.0%	0	0	0	0	0
	10	0	10	1	0	0	0.0%	0	0	0	0	0
Totals	Reported	Un- founded	Actual	Not cleared	Clearance			Adult		Youth		
	333	18	315	62	27	10	11.7%	20	3	0	0	2

Town of Kentville Board of Police Commissioners Meeting

April 16, 2026, 1 pm, Kentville Town Hall

1. CALL MEETING TO ORDER, ROLL CALL/QUORUM, Conflicts of interest

By Chair Paula Huntley

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

- (a) Open session, March 19,2026
- (b) In Camera session, March- none

4. PRESENTATIONS

- (a) MADD Annapolis Valley-Carol Robar
- (b) Next month- TBA

5. CHIEF'S REPORTS – March 2026

- (a.) Crime stats & trends- Proactive Enforcement
- (b.) Staffing updates-Training & Education
- (c.) Community Policing Initiatives-Accountability & Building Trust , Wellness
- (d.) Emergency Issues & Risks-Communication

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

- (a) BOPC Meeting dates – May 21,2026
- (b) Police Service, Town of Kentville, and public engagement (MS)
 - a. Events
 - b. Outcomes of recent events?
- (c) Action item: Work Teams (PH)
 - a. 2025-26 Work Plan, review
 - b. Work teams – composition and assignments (**any updates**)

7. NEW BUSINESS

NSAPG Invoice billing 2026 (MS)

Data tracking re: occurrences in downtown core / CCN data?
(MS)

Make On-boarding doc available to BOPC members follow up
Chief of Police conference (booking info updates)

8. CHAIR'S REPORT

- (a) Key updates- Strat plan & relations to Chief's Review.
- (b) Strategic Dashboard Review
- (c) Column Addition to Agenda
- (d) Best Practices: Clear Separation of Governance v.s. Operations

Regular Inclusion of Chiefs report & Metrics

Strong Accountability through Action Item tracking

Built in Transparency

9. CORRESPONDENCE

- (a.)
- (b.)

10. IN CAMERA

- (a) Personnel
- (b) Other?

8. ADJOURNMENT

Draft

STRATEGIC PLAN CATEGORIES



STRATEGIC PLAN CATEGORIES

Strategic planning sessions were held in 2023/24 with members from KPS and the Kentville Board of Police Commission (BoPC). Based on discussions and surveys, the following categories were identified as areas that are relative to our Mission/Vision and Values. Within each category we have listed key objectives that we feel are vital to the growth of our service and we will be focusing on them over the term of this strategic plan. The Chief of Police will update the Kentville BoPC every 6 months on the progress of the Strategic Plan Categories to ensure accountability. We have included progress charts and brief details of the work that has been completed. The percentages provided are based on completing the task over 5 years. For example 10% completion is equivalent to 6 months.

EQUIPMENT

**ACCOUNTABILITY/
BUILDING TRUST**

COMMUNICATION

**TRAINING AND
EDUCATION**

ADMINISTRATION

**PROACTIVE
ENFORCEMENT**

WELLNESS

STRATEGIC PLAN CATEGORIES

ACCOUNTABILITY/ BUILDING TRUST

This category identifies the areas we will be focusing on to continue to build trust with the Community we serve, be transparent and accountable.

WELLNESS

This category identifies the areas we will be focusing on to promote a healthy working environment. Our employees are the most valuable resource we have and we need to ensure they have access to the resources they require.

EQUIPMENT

This category identifies the areas we will be focusing on to make sure our staff are equipped with the equipment necessary to do their job to the best of their ability.

COMMUNICATION

This category identifies the areas we will be focusing on to make sure we are communicating clearly with our staff and the public.

ADMINISTRATION

This category identifies the areas we will be focusing on as our key administrative priorities.

PROACTIVE ENFORCEMENT

This category identifies the areas we will be focusing to make sure we are visible in the community, educating, and enforcing the provincial statues and criminal code as required.

TRAINING AND EDUCATION

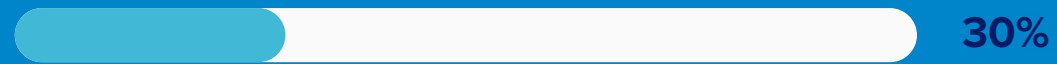
This category identifies the areas we will be focusing to make sure our staff and board members receive the training and education.

ACCOUNTABILITY AND BUILDING TRUST

Ensure year end reports are being completed for the board
Responsibility of Chief M. Smith
Anticipated Completion: Every February



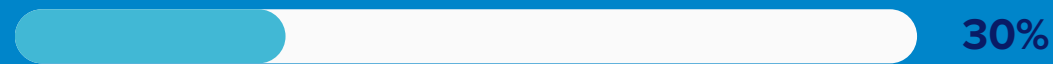
Ensure year-end reports and board documents are accessible on the KPS webpage
Responsibility of Chief/Admin
Anticipated Completion: Every February



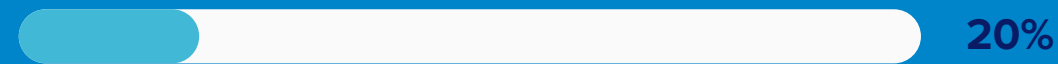
Ensure applicable policies are available on the KPS webpage
Responsibility of Chief/DC
Anticipated Completion: Sept. 2025



Ensure annual performance evaluations are being completed for all KPS staff
Responsibility of Chief/DC/Sgt's
Anticipated Completion: Year end



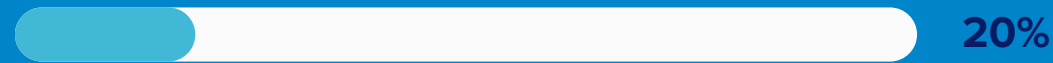
Ensure KPS hosts an event each year during Police Week
Responsibility of CES/CCN
Anticipated Completion: Every May



Ensure an internal staff survey is being completed annually
Responsibility of CCN
Anticipated Completion: Every Fall



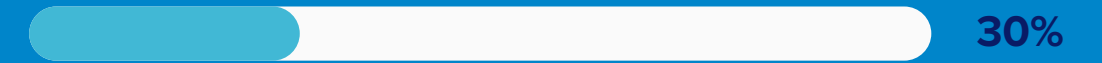
Encourage participation in the Town of Kentville Staff survey annually
Responsibility of CCN
Anticipated Completion: Fall of each year



Ensure a public community engagement session is hosted annually
Responsibility of Chief/DC/BoPC
Anticipated Completion: Every Spring



Ensure updates to Strategic Plan are shared with the BoPC and public bi-annually
Responsibility of Chief M. Smith
Anticipated Completion: Fall/Spring each year



Increase social media presence – posting public events, charge files, hiring, promotions, etc.
Responsibility of Chief/DC/Admin
Anticipated Completion: Update bi-annually



Ensure MLR meetings (4x/year). Include Admin staff in meetings.
Responsibility of Chief/DC
Anticipated Completion: Every 3 months



Hold engagement sessions with diverse community groups to build relationships and increase awareness
Responsibility of CES/CCN
Anticipated Completion: Quarterly Check in for update



ACCOUNTABILITY AND BUILDING TRUST

1. KPS website has been updated and we currently have 10 policies posted on our website.
2. Police Week Events 2026-Coffee with a Cop, Seniors Expo (Youth Cadets).
3. Internal staff survey completed- Positive Feedback received from Staff.
4. Over the last 6 months the Kentville Police Service has increased our social media presence. We currently have over 9,200 followers which was an increase of 700 since our last report. Views on Facebook from April 1-September 30, 2025 were 1,787,127 and from October 1-March 31, 2026 they were 2,004,633. This equates to a 12% increase.
5. Community Engagement - KPS is involved in the Valley Homeless Advisory Committee.
6. KPS Launched the Youth Policing Program. Youth Cadets were sworn in January 2026. 3 monthly training sessions have been completed and Cadets are very engaged.
7. KPS has enrolled a Sergeant in Hate Crime Training. Next step is to host a community engagement session.
8. KPS Management and Union have no outstanding issues that require an MLR meeting.

WELLNESS

Develop a relationship/contract with a local wellness group to enable easier access to services
Responsibility of Chief/DC/CCN
Anticipated Completion: October 2024

100%

Ensure training is provided for Sergeants & Management on facilitating debriefs
Responsibility of Chief/DC/Sgt's/CCN
Anticipated Completion: Ongoing

0%

Ensure CISM & Operational debriefs are taking place
Responsibility of DC
Anticipated Completion: Monthly Check ins

30%

Develop a formal process for debriefs and ensure complinace
Responsibility of Chief/DC/CCN/SGT's
Anticipated Completion: November 2024

30%

Staff appreciation events twice a year
Responsibility of Chief/DC/CCN
Anticipated Completion: Ongoing

20%

Ensure team building events are being held twice a year
Responsibility of Chief/DC/CCN
Anticipated Completion: Spring/Summer of each year

30%

Develop a compassion dog program for KPS
Responsibility of DC
Anticipated Completion: Update Spring 2027

0%

KPS Staff participating with the Annual First Responders Wellness Symposium annually
Responsibility of Chief/Sgt. Pick
Anticipated Completion: Spring of each year

30%

Recognition of special events (i.e. years of service medals)
Responsibility of Chief M. Smith
Anticipated Completion: Ongoing

30%

Encourage staff wellness (fitness challenges, wellness challenges, etc.)
Responsibility of CES/CCN/DC
Anticipated Completion: Ongoing, quarterly check ins

30%

Ensure a KPS member is on the OHS Committee
Responsibility of DC
Anticipated Completion: Updates annually

30%

WELLNESS

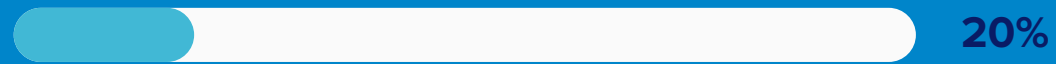
1. The Deputy Chief reviews all files and completes debriefs with shifts when necessary.
2. No progress with Compassion Dog Project.
3. Staff Wellness - Monthly Wellness events funded through the NSFM Wellness Grant. Monthly events include curling, step challenge, financial planning, bowling, escape room, art work and breathwork exercises. As funding was cut from the Grant in 2025, KPS continues with monthly programs as Staff Appreciation events.
4. KPS continues to work with Mindful Therapies.
5. Staff members were presented with awards during the TOK Christmas party and Brunch Fundraiser (see year end report).
6. Annual Wellness Symposium April 25, 2026 in Kentville.

EQUIPMENT

Install PAT ticketing in all marked vehicles

Responsibility of Chief M. Smith/IT

Anticipated Completion: July 2026



Update light package in unmarked vehicles for better visibility

Responsibility of Chief M. Smith

Anticipated Completion: Completed Sept. 2024



Update firearms

Responsibility of Chief/DC

Anticipated Completion: 2025 Fiscal



Perform annual review/replacement of body armor

Responsibility of DC

Anticipated Completion: 2025 Fiscal



Explore Virtual Reality training options with DOJ

Responsibility of Chief M. Smith

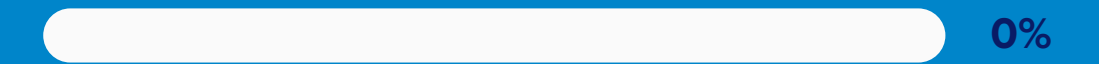
Anticipated Completion: Completed Sept. 2024



Enable Axon GPS capability

Responsibility of Chief M. Smith

Anticipated Completion: Spring 2026



Ensure all officers are equipped with an adequate rain jacket

Responsibility of Chief/DC

Anticipated Completion: Completed Sept. 2024



Purchase new Lidars

Responsibility of Chief/DC

Anticipated Completion: Completed May 2024



Update current tasers to taser 7

Responsibility of Chief/DC

Anticipated Completion: 2026/27 Fiscal



Provide each member with a taser holster

Responsibility of DC

Anticipated Completion: 2026/27 Fiscal



Administration vehicle equipped with silent patrolman and lights for use when other vehicles out of service

Responsibility of Chief M. Smith

Anticipated Completion: November 2024

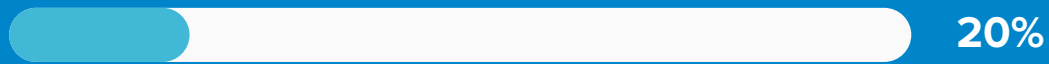


EQUIPMENT

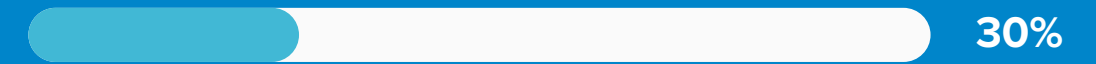
1. PAT equipment has been installed in the new PC310 and PC312 will be added to PC311 soon. IT is working on programming requirements for the software. Anticipate this will be completed in summer of 2026.
2. All level 2/3 body armor has been replaced for all staff.
3. 2026/27 Capital-Tasers on order and every member will have their own holster.
4. Exploring GPS capability with AXON.
5. New firearms arrived and all members will complete their training in May, 2026.
6. The old PC310 was kept in service, all decals and roof lights were removed. Silent patrol was kept in the vehicle and vehicle is being used for Admin and back up when patrol vehicles are out for service.
7. Exploring E Notes-modernize traditional paper notebooks by digitizing, securing, and streamlining documentation.
8. Exploring a Safe Neighborhood Camera Registry Program.

COMMUNICATION

Ensure KPS staff meetings are being held twice a year
Responsibility of Chief/DC
Anticipated Completion: Spring and Fall each year



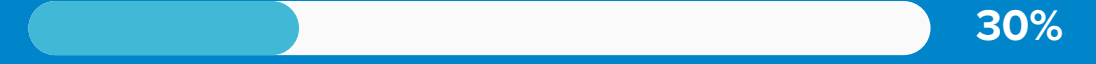
Ensure the monitor in the lobby is being utilized to communicate upcoming events, FAQs, community events, etc.
Responsibility of Chief M. Smith/Admin
Anticipated Completion: Monthly Updates



Develop a monthly newsletter for KPS Staff
Responsibility of CCN
Anticipated Completion: Completed



Develop a list of FAQs and publish for public awareness
Responsibility of Chief M. Smith/Admin
Anticipated Completion: Ongoing



Increase communication with Town Hall staff on community events
Responsibility of Chief M. Smith/Admin
Anticipated Completion: Ongoing



Provide presentations to KCA School at least twice a year (i.e. Drugs, Cyber Bullying, and Human Trafficking)
Responsibility of CES/KPS Members
Anticipated Completion: Twice a year



Share outstanding warrants of arrest on social media
Responsibility of DC
Anticipated Completion: Monthly Check in



Sergeant's meeting at least 3 times a year with Chief and Deputy Chief
Responsibility of Chief/DC
Anticipated Completion: Every 3 months



COMMUNICATION

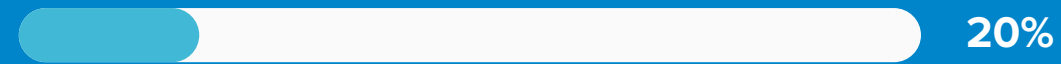
1. Staff meeting completed in January of 2026, well attended and presentations given by staff members.
2. CCN continues to develop a monthly newsletter for staff. Recaps the monthly wellness event, monthly stats from the members, file highlights and lots of great staff pictures.
3. Monitor in lobby is updated monthly with upcoming events and information for the public.
4. Community Engagement Sergeant and KPS members completed presentations at KCA for the students and staff.
5. Continue to have meetings with Sergeants as topics arise. Next Sergeants meeting in April or May of 2026.

ADMINISTRATION

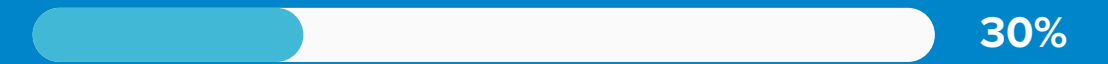
Continue updating KPS Policy
Responsibility of Chief/DC
Anticipated Completion: On Going



Implement a plan for succession/retention/attrition
Responsibility of Chief/DC
Anticipated Completion: On Going



Complete annual audits for IPV, Sexual Assault files
Responsibility of Chief/DC/CES/CCN
Anticipated Completion: Quarterly Starting Jan.2025



Chief and Deputy to attend monthly BoPC meetings
Responsibility of Chief/DC
Anticipated Completion: 10 times each year



Additional IT Support in KPS
Responsibility of Chief/DC
Anticipated Completion: On Going



Chief to attend monthly CAC meetings
Responsibility of Chief M. Smith
Anticipated Completion: Monthly



Chief to attend Executive Leadership meetings
Responsibility of Chief M. Smith
Anticipated Completion: Monthly



Human Resource Employee for TOK
Responsibility of Chief/TOK
Anticipated Completion: On Going



Update all MOU's with partnering agencies
Responsibility of Chief/DC
Anticipated Completion: Monthly



Continue updating forms on KPS drive to the Intranet
Responsibility of Chief/DC/CCN
Anticipated Completion: Summer 2026



Continue to improve the onboarding process with KPS staff
Responsibility of Chief/DC/CCN
Anticipated Completion: On going



ADMINISTRATION

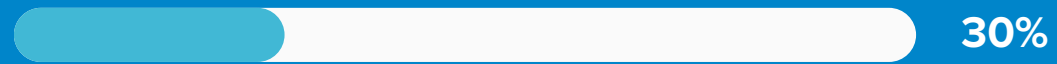
1. Policies relating to the Policing Standards that were released have been updated and a copy sent to DOJ for Audit in the Fall of 2025.
2. Chief and D/C attend each monthly Board of Police Commission meeting.
3. Updating/organizing forms on KPS drive is ongoing.
4. Audit completed internally with Sexual Assault and Intimate Partner Violence files.
5. Chief attends all CAC meetings.
6. MOU for Regional Major Crime Unit. First table-top exercise took place in December 2025.
7. MOU for Regional Public Safety Unit. Cape Breton Regional Police Service agreed to assist with training for Regional Major Crime Unit. First table-top exercise took place in December 2025.
8. Implementing a plan for retiring member attrition. Also focusing on retention, succession planning and supportive culture. Examples: Cadet Program with APA, Defined Pension Plan, Leadership training. (Added April 2026).
9. TOK Operating Budget approved to hire additional IT support which will assist KPS (Added April 2026).
10. TOK Operating Budget approved to hire additional IT support which will assist KPS (Added April 2026).
11. TOK Operating Budget approved to hire a Human Resource employee. (Added April 2026).

PROACTIVE ENFORCEMENT

Ensure the monthly road safety initiative is uploaded to Facebook and communicated to all staff
Responsibility of Chief M. Smith/Admin
Anticipated Completion: Monthly



Ensure each platoon organizes at a minimum (1) checkpoint each month
Responsibility of DC/Sgt's
Anticipated Completion: Monthly



Ensure each platoon is engaging at KCA at a minimum twice month throughout the school year
Responsibility of Sgt's
Anticipated Completion: Monthly



Ensure 10 hours of block time is being completed monthly by each member
Responsibility of DC
Anticipated Completion: Monthly Reports



Ensure statistics are being tracked in relation to proactive policing initiatives
Responsibility of Chief M. Smith/Admin
Anticipated Completion: Monthly



Inquire about having KPS involved with Camp Courage
Responsibility of Chief/CCN
Anticipated Completion: On Going



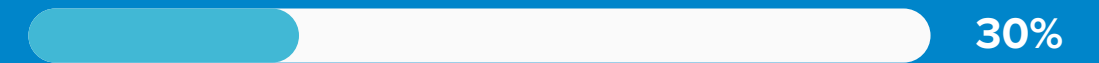
Implement/Ensure Coffee with a Cop is held 2x/ year
Responsibility of Chief/CCN
Anticipated Completion: November/May each year



Ensure Town of Kentville community events have KPS representation
Responsibility of Chief/DC
Anticipated Completion: On Going



Ensure each shift is completing special checks/breach checks each rotation
Responsibility of Sgt's
Anticipated Completion: On Going



Participate in at least 2 major traffic Enforcement initiatives each year (i.e. MADD, 911 Ride)
Responsibility of Chief/DC/CES
Anticipated Completion: MADD/Operation XMAS



KPS members on patrol during peak times
Responsibility of Sgt's
Anticipated Completion: On Going

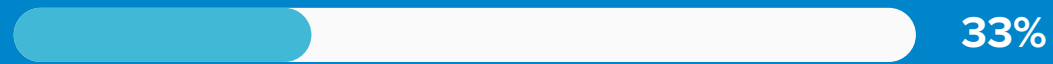


PROACTIVE ENFORCEMENT

1. Monthly road safety initiatives were posted to social media over the last 6 months.
2. Foot Patrols are high priority and continue to monitor the amount of time each member spends on the block each month. Over the last 6 months we have averaged 156 hours a month.
3. Coffee with a Cop will be scheduled for Police Week in May.
5. Check points are being completed on a regular basis, more than the minimum requirement.
6. KPS continues to be actively involved in Camp Courage, 20th Anniversary in July 2026.
7. KPS Patrols are actively engaged early hours in the morning to ensure road safety, especially when school is open.
8. Special checks and Breach checks are being completed on a regular basis. A Sgt has been identified to manage this project and continues to work effectively.

TRAINING AND EDUCATION

Ensure all KPS Staff receive R2MR training
Responsibility of Sgt. Goss
Anticipated Completion: On Going



Ensure Board Members receive BOPC Training
Responsibility of Chief M. Smith
Anticipated Completion: Spring 2025



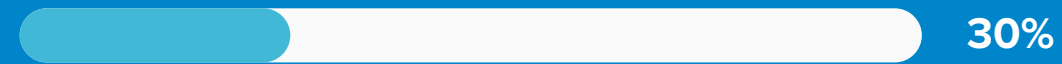
Ensure specialized positions receive the appropriate training to perform their specific roles
Responsibility of Chief/DC
Anticipated Completion: On Going



Ensure DOJ training standards are being complied with yearly
Responsibility of CES/Trainers
Anticipated Completion: Yearly



Develop a training timeline for all new members (warrants, phased interview, etc.)
Responsibility of Chief/DC
Anticipated Completion: 3 years of Service



Develop a succession plan for a firearms instructor
Responsibility of Chief/DC
Anticipated Completion: 2025 Year End



Ensure training days are being optimized
(Review of PowerPoints, education sessions, etc.)
Responsibility of DC/CES
Anticipated Completion: On Going



Develop a succession plan for a Use of Force instructor
Responsibility of Chief/DC
Anticipated Completion: 2025 Year End



Host 1 training/ education day per year
Responsibility of Chief/DC/CES
Anticipated Completion: Year End



Ensure all staff receive Hate Equity Diversity Inclusion Training and Education
Responsibility of DC/CES
Anticipated Completion: 2025 Year End



TRAINING AND EDUCATION

1. R2MR training is still on going. We have about 1/3rd of the staff trained at this point. Hosting a Strategic Resilience course in May in collaboration with NSCC.
2. 2026 Provincially mandated training started in the Spring. KPS has completed SBOR/NUFF/legal articulation, ground fighting, vascular neck restraint.
3. Completed first table top exercise with Regional Major Crime Unit. KPS has 6 members trained to participate on this unit.
4. Preparing to host a leadership course in the fall/winter of 2026.
5. Training timeline for new members to receive warrant writing and phased interview is 3 years. Staff are sent on these courses as opportunity arises. We currently have 6 members trained with the Phased Interview Course and 11 members trained with the Search Warrant Course.

THANK
YOU

www.kentville.ca/police



Title: Policy 111 - Banners

Meeting Date: May 11, 2026
Department: Administration

RECOMMENDATION

That Council approve Policy 111 - Banners

SUMMARY

Town of Kentville presently has a policy related to the placement of banners on Town light poles. Policy G44 provides the terms and conditions related to the approval process for banners. A member of a local community group has requested permission to place some banners on Town owned light poles but their request is currently contrary Policy G44. A review of this policy has now taken place and changes are being proposed.

LEGISLATION

Section 47 (1) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

BACKGROUND

Town of Kentville has dozens of decorative light poles that have traditionally been used in an auxiliary way to hang flower baskets or town marketing and promotional banners. Some of these poles have appropriate hardware installed for flowers and banners and others do not.

The current policy only allows for town banners and with very limited opportunities, community banners under strict conditions. One of the conditions is that no banner can be hanged that depicts any specific person. With the advent of many communities hanging banners to recognize veterans, such a practice is not currently permitted on town-owned poles. Community groups are free to request this opportunity on Nova Scotia Power owned poles as they are outside the scope of town authority.

Staff are recommending an updated banner policy that could provide for more opportunities for community groups to use these designated light poles.

IMPACT ON STRATEGIC PRIORITIES

One of the key strategic priorities of Kentville is to place more focus and resources on becoming a more accessible and inclusive community. By removing barriers to promoting and supporting different persons and community events, as well as more partnerships and cooperation with community groups and community partners, this updated policy provides more opportunities for community recognition and collaboration.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed policy, the policy will be shared and posted on our website, along with a link to the application. Applications will be processed and reviewed as received by staff.

POLICY IMPLICATIONS

Clear and effective policies allow for better decision making, saving time and resources, and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that updating this policy with a new up-to-date policy will allow the Town to simplify its processes and reduce time spent on policy conflicts.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Staff will ensure this policy is placed on the Town's website and available for ease of access should any community group inquire.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 111 BANNERS

1. Policy Purpose

The purpose of this policy is to provide terms and conditions for the community placement of banners on decorative light poles owned by Town of Kentville.

2. Policy Goal

The goal of this policy is to allow for the promotion and celebration of events, people, commemorations, or special community recognitions through the placement of large banners on Town-owned light poles and the responsibilities for applicants.

3. Definitions

- a. "Council" means council of the Town of Kentville.
- b. "Designated Light Pole" means only those decorative light poles owned by Town of Kentville.
- c. "Ineligible Banners" are banners that are political, union, or religious in nature or tone, promote ideologies of intolerance or civil disobedience, or represent ideas or beliefs that are contrary to those of the Town of Kentville.
- d. "Town" shall mean Town of Kentville.

4. Legislation

Section 47 (1) of the *Municipal Government Act* states that council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

5. Designation of Pole Banners Authorized to be Placed on Town Owned Light Poles

- a. Where a Town-owned designated light pole exists in Kentville, and where the Town does not already have a banner on the pole, or have plans to place a banner on that pole during certain times, incorporated non-profit organizations may make application to the Town to place single

banners on one or more requested poles, subject to the terms and conditions of this policy.

- b. Where two banners may be placed on one Town-owned designated light pole side by side, this application may be approved in whole or in part.
- c. Only those poles with current banner hanging hardware may be used, unless the applicant supplies and installs, at its own costs, additional hardware upon which banners may be hanged. Such new hardware, the standards of which must be approved by the Town, shall be removed with the applicants' banners or the hardware will become the property of the Town.

6. Supply, Placement, and Removal of Banners

- a. Applicants must note on their application what designated light poles that they wish to place banners on, and the dates of banner placement and removal.
- b. All banners to be hanged by an applicant must be supplied and hanged by the applicant without any costs to the Town for purchase, placement, or removal including the supply of necessary hanging hardware to affix one or more banners to designated light poles.
- c. The placement of each banner by the applicant must be done so in accordance with Nova Scotia occupational health and safety regulations, and any applicable traffic safety requirements.
- d. The applicant must provide a sample banner to the Town with its application for inspection to ensure it meets with quality and image standards.
- e. Should any banner be required to be removed, and the applicant fails to remove it in the time required by the Town, the Town may remove the banner or banners and charge the costs to the applicant. If this Town removal is required, the applicant shall not be eligible to place any banners on designated light poles in the future.

7. Application

- a. Eligible community organizations may apply to have community banners placed on Town-owned decorative light poles for periods of up to four weeks, all days consecutively, by submitting a request in writing on the applicable form, not more than six months prior, or less than two months prior to, the requested first banner placement date.

- b. Should any banner approved under this policy be hanged that is not the same material and type that was supplied as the approved sample, the Town may require that some or all banners be immediately removed.

8. Banner Request Review

- a. After receipt of a request from an established community organization to hang a banner or banners on designated light poles, staff will review the application within thirty (30) days to ensure it meets the requirements set out in this policy.
- b. If the application does not meet the requirements noted in this policy, the applicant shall be notified of such.
- c. If the application meets the requirements of this policy, the applicant will be notified and required to provide the Town with notification they are ready to be installed at least fourteen (14) days prior to the day the banner or banners are to be placed on the designated light pole or poles, along with a copy of their insurance policy showing the Town as an additional insured.
- d. No Ineligible Banners shall be permitted to be placed on any designated light pole.
- e. The decision regarding whether a banner is an Ineligible Banner shall rest with the Chief Administrative Officer and not be subject to appeal.

9. Repeal

Policy G44, Banner Advertising Policy, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: May 11, 2026

Council Approval:

In Effect:

This is to certify that Policy 111, Banners, was approved by Town Council on the
th day of , 2026

Mayor

Clerk

Schedule "A"

APPLICATION FOR PERMISSION TO HANG A COMMUNITY BANNER(S)

Applicants Name: _____

Organization Representing: _____

Applicants Civic and Mailing Address: _____

Applicants Phone: _____

Applicants E-mail: _____

Community Banner to be Flown _____

Dates Requested to be Hanged: _____

Location, Picture of Banner, and Number of Poles Requested: _____

(Please indicate civic number adjacent to pole(s) and number of poles and include a map)

I acknowledge that I have read and understand Policy 111, Banners, and meet all requirements and submit this application understanding my responsibility.

Signature

Date



Town of Kentville Policy Statement G44 Banner Advertising Policy

1.0 Purpose

The purpose of this policy is to provide a fair and consistent process for handling applications to the Town, requesting the installation of advertising or other banners, on Town-owned or controlled property or across Town streets.

2.0 Definitions

The purpose for which the banner installation is proposed, shall have significance to, and provide benefit to, the Town of Kentville and its citizens.

3.0 Scope

The banner shall not:

- represent illegal activities,
- promote hate,
- single any group or person out by direct reference or indirect reference or exclusion,
- be a political advertisement;
- cause, abet or stimulate civil disorder;
- be commercial in nature (commercial banners will be dealt with strictly by the sign by-law and will, if permitted, be subject to financial charge);
- use obscene text or graphics, or
- be otherwise inappropriate in the opinion of the Town acting reasonably;
- represent or infer that the Town is a sponsor or proponent of the content or representation of the banner.

4.0 Procedures

The applicant shall:

1. Submit a request to the Town of Kentville, in writing, outlining the nature of the agency/organization and/or the event being promoted, and the period of time for which the banner shall be erected;
2. Identify a contact person, address and phone number for this agency/organization;
3. Upon notice of approval by the Town, arrange installation of the banner, paying any associated costs;
4. Remove the banner within one week following the event;

5. Provide proof of insurance, indemnifying the Town from any liability whatsoever, flowing from the fact of installation of the banner;
6. If required by the Town, place a disclaimer on the banner prepared by the Town and submitted to the Applicant for that purpose.

The Town of Kentville shall:

1. Review the written application and determine if the request conforms to the criteria of this policy and other policies and by-laws;
2. Notify the applicant of its decision as to whether or not the banner conforms to this policy;
3. Require, in its discretion, a deposit against the cost of damage or removal of the banner.
4. Remove and dispose of any banners which have not been removed, as and when required of the applicant by the Town;

The Town of Kentville shall accept no responsibility for any damage to, or loss of, any banner during the time it is being displayed;

5.0 Associated Documents

6.0 Policy Revision History

Date Created: September 12, 2007
Revisions: January 2017. Reformatted.

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

Meeting Date: May 11, 2026
Department: FINANCE

RECOMMENDATION

That Council approve a guarantee resolution of \$193,446 for Valley Region Solid Waste-Resource Management regarding the 2026-27 fiscal year capital budget.

SUMMARY

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

BACKGROUND

The Temporary Borrowing Resolution (TBR) corresponds with Council's previously approved capital budget for Valley Waste, which amounts to \$2,425,000 and includes proposed debt funding of \$2,400,000. Each municipal partner in Valley Waste must pass a guarantee resolution for borrowing, calculated using a specified percentage based on population and uniform assessment. For the Town of Kentville, this estimated percentage is 8.06%.

The Valley Waste Temporary Borrowing Resolution (TBR) has been set at \$2,400,000, with the Town's portion amounting to \$193,446.

BUDGET IMPLICATIONS

There are no budget implications beyond the previously approved 2026-27 capital budget for this municipal partner.

Respectfully Submitted,

Wanda Matthews, Director of Finance
Town of Kentville.

ATTACHMENTS :

Municipal Partner Guarantee Resolution and Budget Information

Valley Region Solid Waste-Resource Management Authority	Debenture	2,400,000
Capital Budget and Projections	Equipment Reserves	25,000
Budget 2026-2027	Operating Bank Account	-
	Infrastructure Reserve	-

Item Description	Replacement Timeline	Finance Term	Funding Source Projection & Budget	Budget 2026-2027
Dodge 1500 Reg Cab 4x4 W/Lift Gate	10	5	Debenture	85,000
Dodge 2500 Reg Cab 4x4	10	5	Debenture	95,000
Truck Salter (8ft)		5	Equipment Reserves	12,000
Warehouse		20	Debenture	750,000
EMC Painting to Match Expansion		5	Debenture	80,000
EMC Camera Upgrades		5	Debenture	40,000
Sprinkler System/Fire Rover (12K Pond Design, 225k Viking)		5	Debenture	100,000
Cardboard Baler Upgrade		5	Debenture	250,000
WMC Transfer Station Expansion (Design Build)		20	Debenture	1,000,000
Loader Forks			Equipment Reserves	13,000
Total Annual Capital Requested				2,425,000