

Town of Kentville Council Advisory Committee Meeting

May 12, 2025, 6:00pm, Kentville Town Hall

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
 - (a) Council Advisory Committee meeting minutes, April 14, 2025
- 4. PRESENTATIONS**
 - (a) Kentville Resident Group Supporting a Wellness Centre
 - (b) Filipino-Canadians in the Valley Association
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance Department Report
 - (b) Planning and Development Department Report
 1. Cell Tower Placement, Public Hearing
 - (c) Parks and Recreation Director's Report
 1. Centennial Arena Report
 - (d) Police Chief's Report
 - (e) Engineering and Public Works Report
 - (f) Administration Department
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Hemlock Conservation Project
- 7. NEW BUSINESS**
 - (a) Low Carbon Communities Grant Submission
 - (b) Revised Meetings Policy
- 8. CORRESPONDENCE**
 - (a) Kentville Marlins
 - (b) Concerns about Sewage Plant
 - (c) Concerns about Sewage Plant
- 9. PUBLIC COMMENTS**
- 10. IN CAMERA**
 - (a)
- 11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: April 14, 2025
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed to YouTube with closed captioning.

Mayor Andrew Zebian called the meeting to order at 6:00 p.m. and gave a land acknowledgement.

Interim Chief Administrative Officer (CAO) Kevin Matheson reported the following members of Council and staff were present:

1. PRESENT

Council:

- Mayor Andrew Zebian
- Deputy Mayor Debra Crowell
- Councillor John Andrew
- Councillor Rob Baker
-
- Councillor Cathy Maxwell
- Councillor Cate Savage

Staff:

- Alisha Christie, Strategic Operations Coordinator and Recording Secretary
- Dave Bell, Director of Public Works and Engineering
- Bekah Craik and Laura Jacobs, Department of Recreation
- Craig Langille, Director of Parks and Recreation
- Kevin Matheson, Interim Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Marty Smith, Kentville Police Service
- Darren Shupe, Director of Planning and Development

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PRESENTATIONS

Julie Ogilvie, Kentville Business Community

REGRETS

Councillor Samantha Hamilton

DECLARATIONS OF CONFLICT OF INTEREST

None

2. APPROVAL OF THE AGENDA

Addition: 10.c CAO Hiring Committee added to the In-camera

Addition: 10.d Personnel

It was moved by Councillor Cate Savage and Deputy Mayor Debra Crowell

That the agenda for the Council Advisory Committee meeting of April 14, 2025 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, March 10, 2025.

It was moved

That the minutes from the Council Advisory Committee meeting held on March 10, 2025 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Business Community

Julie Ogilvie, Executive Director of the Kentville Business Community (KBC) presented an update from KBC, and also their strategic plan.

Report available for more information

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending March 30, 2025, with highlights including preparing for the fiscal year end, revising the capital budget, and forecasting a deficit in the operating budget.

See report for more information.

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Pending Approval

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(2) Tax Exemption Recommendation

Director Wanda Matthews presented the annual tax exemption report.

See report for more information.

It was moved by Deputy Mayor Debra Crowell and Councillor Cate Savage

That Council Advisory Committee recommend
to the April 28 2025 meeting of Council,

**That Council approve the resolution of Low Income Tax Exemption for the
2025 - 2026 year as follows
Exemption amount, \$390-\$650, income ceiling of \$32,732.70
With the deadline for applications June 30, 2025**

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(3) Spring Debenture Participation Recommendation

Director Wanda Matthews presented the spring debenture recommendation.

See report for more information.

It was moved by Councillor Cate Savage and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend
to the April 28 2025 meeting of Council,

**That Council approve the attached resolutions for Pre-approval of
Debenture Issuance be ratified by Council, and that after ratification,
forward to the Nova Scotia Department of Finance to complete debenture
issue for Spring 2025 for the following
TBR 2024 0387-01 Variance in the amount of \$316,000
Promissory Note 11-25-24, in the amount of \$726,000**

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(4) Reserve Withdrawal Recommendation

Director Wanda Matthews presented the annual request for withdrawal from
the operating reserve.

See report for more information.

DRAFT

It was moved by Deputy Mayor Debra Crowell and Councillor Rob Baker

That Council Advisory Committee recommend
to the April 28 2025 meeting of Council,

That Council approve the recommendation to withdraw \$59,226 from the Town of Kentville Capital Reserve to fund capital acquisitions for the 2024-2025 year.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for March with highlights including planning permits, and event planning for June events and downtown activation.

See report for more information.

(2) Update on Development Agreement

Director of Planning and Development Darren Shupe reviewed the development agreement process for VIDA Living, and asked Council to provide guidance on the revised landscape plan developed from Council feedback.

See report for more information.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend
to the May 26 2025 meeting of Council,

That Council accept the revised site plan package and direct the CAO to finalize the development agreement for the proposed development.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(3) Cellular Communication Tower

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Director of Planning and Development Darren Shupe gave notice to Council that the federal government has determined the site for a communication tower in Kentville, at the Bell building on Prospect Road.

See report for more information.

(c) Parks and Recreation

Director Langille presented the Parks and Recreation department report and spoke to departmental updates including the reopening of the Ravine and the 17 grants the department had secured in the 2024-2025 fiscal year.

i. Summer programming

Active Living Coordinator Bekah Craik gave a presentation about the framework of summer programs for 2025.

See report for more information.

(d) Police Report Chief's Report

Police Chief Marty Smith provided council with the police commission report for March 2025, with highlights including officer training and budget planning.

See report for more information.

i. Kentville Police Service 2025-2026 Strategic Plan

Police Chief Marty Smith presented the strategic plan and update on strategic priorities for the Kentville Police Service.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director of Engineering and Public Works presented the Public Works report for March 2025, with highlights including capital budget preparation, regional sewer meetings, and water commission planning.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

Interim CAO Kevin Matheson presented his report for March 2025 with highlights including budget meetings, regional services meetings, and CAO recruitment.

See report for more information.

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6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) **C1 Commercial Zone Amenity Space and Parking Requirements Report**

Director of Planning and Development Darren Shupe gave a report on the definition and application of amenity space in the downtown C1 zone.

See report for more information.

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council Advisory Committee recommend
to the April 28, 2025 meeting of Council,

That Council direct the CAO to schedule a Public Participation Meeting on the proposed amendments to the Land Use Bylaw for the General Commercial (C1) Zone to:

- 1. Allow the Development Officer the discretion to waive amenity requirements of a project if it is within a 400 m route to a public open space, and**
- 2. Remove parking requirements for residential units.**

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(b) **C3 Limited Commercial Zone Amendment**

Director of Planning and Development Darren Shupe shared feedback received from the Public Participation Meeting on the C3 Commercial zone land use bylaw amendment.

See report for more information.

It was moved by Councillor Cate Savage and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend
to the April 28 2025 meeting of Council,

That Council give First Reading to the proposed amendments to the Land Use Bylaw to permit residential conversions of up to four units in the Limited Commercial (C3) Zone and directs the Chief Administrative Officer to schedule a Public Hearing.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(c) **Dog Park Report**

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Pending Approval

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DRAFT

Director of Parks and Recreation Craig Langille gave his report on the cost of potentially moving the Kentville New Minas Dog Park from the current location near Eaves Hollow to near the Kentville Skate Park.

See report for more information.

Council took a 10-minute recess at 8:34 pm

7. NEW BUSINESS

(a) Stormwater Management Plan Project Grant

Strategic Initiatives Coordinator Alisha Christie reviewed the grant application process through Sustainable Climate Communities Fund and gave Council information about the grant.

See report for more information

(b) Resident Appointment to Committee

Mayor Andrew Zebian, chair of the Water Commission, described the vacancies in the Sourcewater Protection Advisory Group and the Water Commission. Resident Mike Cameron applied to sit on both committees.

See report for more information.

It was moved by Councillor Cate Savage and Councillor Rob Baker

That Council Advisory Committee recommend
to the April 28, 2025 meeting of Council,

That Council approve the appointment of Mike Cameron to the following groups:

Sourcewater Protection Advisory Group, for a term of two years

Kentville Water Commission, for a term of two years.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

(c) Regional Sewer 2025-2026 Operating and Capital Budgets

Director of Engineering and Public Works Dave Bell presented the proposed operating and capital budgets for the Kings County Regional Sewer.

There was a typo in the report – note that is should read \$1,424,000 is the Town of Kentville contribution

See report for more information.

DRAFT

It was moved by Councillor Cate Savage and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend
to the April 28, 2025 meeting of Council,

That Council approve the Operating Budget of the Regional Sewer Committee for the 2025-26 fiscal year in the amount of \$2,724,800 of which the Town of Kentville will contribute \$1,424,000 as its share of municipal funding.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Maxwell, Savage and Zebian*

It was moved by Councillor Cate Savage and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend
to the April 28, 2025 meeting of Council,

That Council approve the Capital Budget of the Regional Sewer Committee for the 2025-26 fiscal year in the amount of \$3,735,000 to be funded from grants, debt and capital reserves of the Regional Sewer.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Maxwell, Savage and Zebian*

8. CORRESPONDENCE

(a) Street Intersection Concern

9. PUBLIC COMMENTS

10. IN CAMERA

It was moved by Councillor John Andrew and Councillor Cate Savage

That Council move into a closed session to discuss matters relating to land and personnel 9:00pm.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Maxwell, Savage and Zebian*

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It was moved by Councillor John Andrew and Councillor Cathy Maxwell

That Council move back to open session at 9:45pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Maxwell, Savage and Zebian

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 9:45pm.

MOTION CARRIED

Minutes Approved by Interim CAO and Town Clerk Kevin Matheson

Let's Build a Flourishing Community

We're Ready to Support the
Regional Recreation Centre

Kings County
**Recreation
Forward**



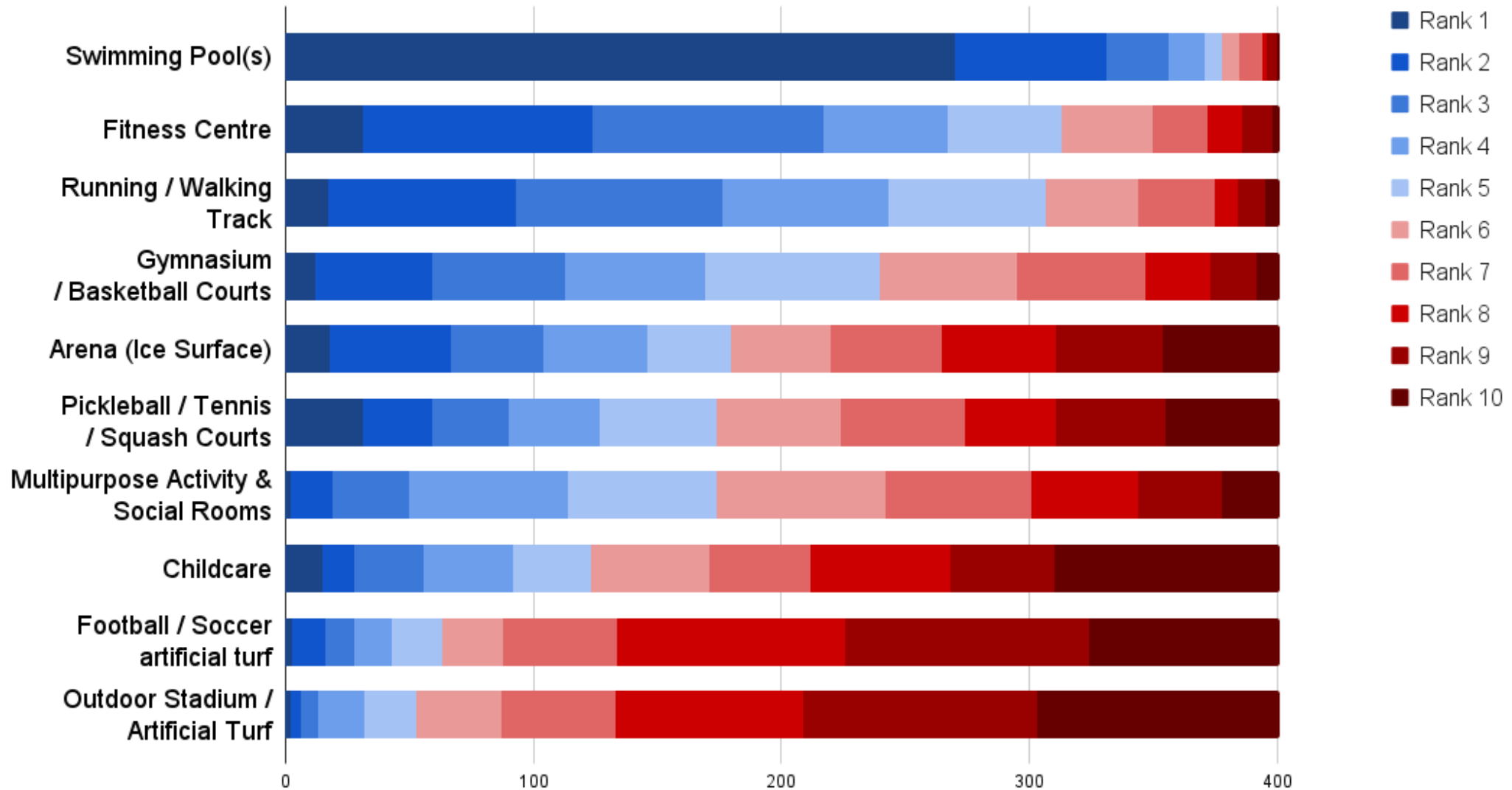
Who We Are

The objectives of **Kings County Recreation Forward** are to:

- ▶ **Advocate** for the development of modern recreation facilities in Kings County, Nova Scotia that are accessible to all residents;
- ▶ **Promote** the establishment of year-round recreation spaces that strengthen our community's health, vitality, economy, and social connections;
- ▶ **Gather and represent** community input regarding the design and services of regional recreation facilities;
- ▶ **Collaborate** with municipal governments, community organizations, and other stakeholders to support the development of recreation infrastructure in Kings County.

Weighted Scores of Ranked Amenities

(n = 401)



Direct Economic Returns

Job Creation

This facility will create approximately 75-100 construction jobs and 20 permanent positions.



Property Values & Tax Revenue

Properties within 500 meters of similar facilities increase in value by 5-8%, expanding our tax base.

Revenue Streams

Based on comparable facilities, user fees, rentals, and programs should cover 60-85% of operational cost.



New Commercial Development

Commercial properties near recreation hubs demonstrate lower vacancy rates and higher lease values, further enhancing our commercial tax revenue.



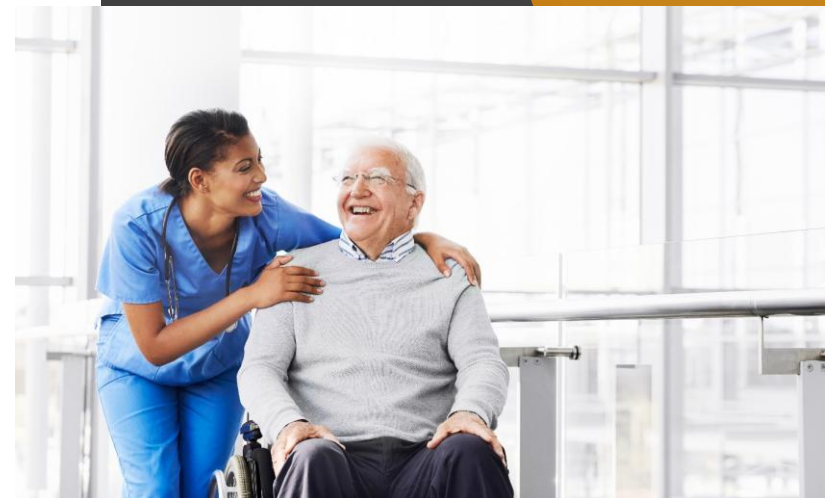
Tourism & Visitor Spending

The facility will attract regional sporting events, each generating local spending, with participants and families staying in our hotels, eating at our restaurants, and shopping at our businesses.

Institutional & Business Support

Supporters:

- ▶ Tourism and Hospitality
- ▶ Physicians
- ▶ Physician recruitment
- ▶ Educational Institutions
- ▶ Mental Health Organizations
- ▶ Allied health professionals
- ▶ Sports organizations



Economic Benefits: Sport Tourism Potential

We're gathering input from regional sport organizations to learn what types of events they could host at a regional recreation centre.

- ▶ Recent Nova Scotia sporting events generated millions in economic impact
- ▶ Swimming competitions, basketball tournaments drive visitor spending
- ▶ Accommodations and food services receive a large portion of visitor dollars
- ▶ We are committed to facilitating sport tourism initiatives

SUMMARY | BY THE NUMBERS

Special Olympics Canada 2018 Summer Games – Key Facts & Figures				
\$7,235,296 Of initial expenditures	\$4,365,797 Of visitor spending attributed to event	\$8,694,124 Overall economic activity in Antigonish & Area	\$10,748,193 Overall economic activity in Nova Scotia	\$12,648,114 Overall economic activity in Canada
3,683 Out of town visitors	\$2,021,271 Of wages and salaries supported locally	\$5,108,347 Total boost to provincial GDP	\$1,975,456 In taxes supported across Canada	49 Local jobs supported

SUMMARY | BY THE NUMBERS

2019 Scotties Tournament of Hearts - Sydney – Key Facts & Figures				
\$5,206,611 Of initial expenditures	\$4,008,813 Of visitor spending attributed to event	\$6,936,604 Overall economic activity in Sydney & Area	\$7,826,151 Overall economic activity in Nova Scotia	\$9,648,037 Overall economic activity in Canada
5,042 Out of town visitors	\$2,259,602 Of wages and salaries supported locally	\$4,068,943 Total boost to provincial GDP	\$1,635,931 In taxes supported across Canada	55 Local jobs supported

SUMMARY | BY THE NUMBERS

Touchdown Atlantic 2022 – Key Facts & Figures			
\$9.1 million of initial expenditures	\$8.0 million of visitor spending	90 local jobs supported by the event	\$12.7 million overall economic activity in the province
7,879 out of town visitors* in Halifax / Wolfville	\$3.4 million of wages and salaries supported locally	\$6.2 million boost to provincial GDP	\$4.0 million in taxes supported across Canada

Sport Tourism

Case Study:

Summerside &
Charlottetown
PEI, population
55,000
Annual sports
revenue **\$520M**



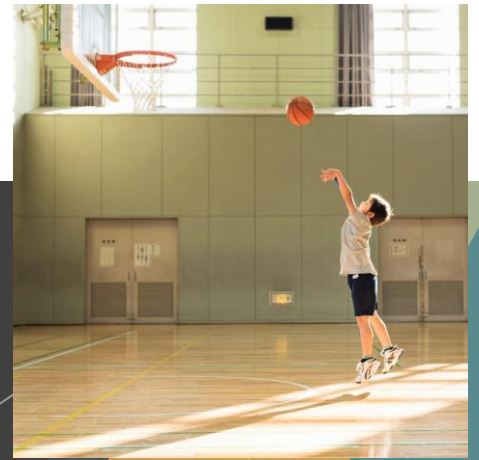
Annapolis Valley Corridor population 63,000

- ▶ Investing in a multi-purpose hub will bring prosperity to our region



Addressing Community Needs

- ▶ Swimming and recreation programs often fill within 3-5 minutes
- ▶ Seniors report lack of accessible year-round aquatics and exercise options
- ▶ Waitlists for aquatic and recreation programs often exceed capacity
- ▶ Limited indoor year-round recreation spaces for families



Community Voices

**Kings County
Recreation
Forward**



As a parent of two teenagers, I am looking for a place that is welcoming to them and they can have multigenerational interactions. I've owned a small local business and believe strongly in community.

- Kings County Resident,
BOP 1T0

I have osteoarthritis in both of my knees and will be undergoing a knee replacement this summer. Between Waterville & Acadia pools I take 3 aquafit classes a week. They are the only form of exercise that doesn't cause me pain and I actually look forward to it.

- Kings County Resident,
B4N 2L7

I would love to see a community hub where multiple service providers are co-located and meet the needs of a diverse community.

- Kings County Resident,
B4N 0K2

Pickleball is the fastest growing sport in NS. It is inclusive of all ages and athletic abilities. What used to be "drop in" has changed to registration only sessions due to the growing demand. Which is very limiting to the amount of participants that would like to play.

- Kings County Resident,
BOP 1J0

This complex is more than a place to just exercise this is about our health. It also is something desperately needed

- Kings County Resident,
B4R 1B6

There is a lack of recreational sport opportunities for teenagers (i.e., basketball, volleyball, baseball, etc.). Tryouts in schools are very competitive, only allowing the top 20% to be on the teams. This leaves those 80% of teens on no team and unable to develop skills which leads to decreased interests, etc. and affects their mental health.

- Kings County Resident,
B4N 0H6

The health benefits of exercise and social activity are well known and a facility like this, if it's accessible to the surrounding communities, will pay for itself in quality of life, community connectedness, increased health and reduced care needs. The facility could also serve as a comfort center in case of emergencies.

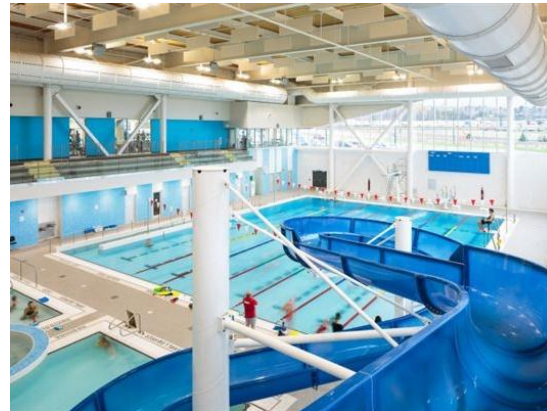
- Kings County Resident,
B4N 5B4

Success Stories: Community Support in Action



Lunenburg County Lifestyle Centre

- Bridgewater, NS
- Municipality of the District of Lunenburg
- Population: 25,545



Rath Eastlink Community Centre

- Truro, NS
- Municipality of the County of Colchester, Town of Truro
- Population: 46,157



Mariners Centre (pre-expansion)

- Yarmouth, NS
- Municipalities of Yarmouth and Argyle, Town of Yarmouth
- Population: 24,947



Pictou County Wellness Centre

- Pictou County, NS
- Municipality of the County of Pictou, New Glasgow, Stellarton, Pictou
- Population: 43,657

Our Partnership Commitments



Our members have pledged over 2700 volunteer hours annually



Support fundraising for amenities and programs



Pursue grant opportunities to complement municipal investment



Secure corporate sponsorship connections



Help gather and represent community input



Provide ongoing advocacy and support

From Getting by to Flourishing

- ▶ Legacy infrastructure that defines our community
- ▶ Statement of our values and aspirations
- ▶ Model of regional cooperation

We urge you to move forward with the Regional Recreation Centre. Kings County Recreation Forward is your active partner, and you have widespread community support.

Let's build something we can be proud of, that will be enjoyed for generations to come.



Thank you!
Questions?

In Favour of a Regional Recreation Centre: Building a Flourishing Community

Introduction

We, Kings County Recreation Forward, are a group of over 1,100 Kings County residents who strongly support the development of the proposed Regional Recreation Centre. Currently in the process of incorporating as a society, our voice represents families, seniors, healthcare workers, business owners, and community leaders across the entire county.

This is about making a strategic decision for the Region of Kings County: Will Kings County merely get by with minimal recreation infrastructure, or will we invest in helping our communities flourish for generations to come?

Community Support Across Kings County

Our community survey of over 400 residents shows overwhelming support for a new recreation facility, with responses coming from every postal code area in Kings County and beyond. This isn't a project that benefits just one town or demographic—it's a county-wide priority for residents.

Top facility preferences from our survey (see Appendix A) include:

- Modern aquatic facilities with separate competition and leisure pools
- Fitness centre and indoor walking or running track
- Gymnasiums and court space
- Multipurpose spaces for diverse programming
- Accessible design for users of all ages and abilities

Our survey reveals that residents envision more than just sports facilities—they want a true community hub. Respondents frequently mentioned the need for gathering spaces, community rooms for classes and events, and areas where multiple generations can interact. This reflects a desire for a centre that strengthens community connections while supporting physical wellness.

The groundswell of support extends beyond individuals to local businesses. The Old Orchard Inn has already provided a formal letter of support, recognizing the economic benefits this facility will bring to our region. They represent the first of many businesses who understand that quality recreation infrastructure is essential for a thriving community.

Health and Wellness Impacts

Swimming Access Crisis

Parents across Kings County report having to set alarms to register for swimming lessons, only to find classes fill within 2-3 minutes of registration opening. This isn't merely an inconvenience—it means many children in our water-rich region lack essential water safety skills. As one survey respondent noted:

"We desperately need this facility in Kings County. Currently our family has to travel to Halifax for swimming lessons."

"[...] for the third time in a row, I have been unable to secure spots for my children due to the highly limited availability [...]. Despite setting an alarm and ensuring my account was ready for registration at precisely 10:00 a.m., I was only able to place my children on a waitlist. The online system only allows for one child to be registered at a time, making it virtually impossible for families with multiple children to secure spots for all their kids in the same session."

Senior Health Challenges

We've heard from numerous seniors who rely on aquatic programs for their only form of exercise due to mobility issues. As two members of our Facebook group explained:

"I am a member of the Acadia aquafit program which is very popular for senior women. This particular form of exercise improves balance, mobility, lung function [...] Exercising in the water is very gentle on the joints and you get more "bang for your buck". [...] All of this keeps seniors in their homes a lot longer."

"I have osteoarthritis in both of my knees and will be undergoing a knee replacement this summer. Between Waterville & Acadia pools I take 3 aquafit classes a week. They are the only form of exercise that doesn't cause me pain and I actually look forward to it. I know a lot of people in my classes who feel the same way and it's also a lovely social network of people. The centre would bring new life into our community and provide a place where people come together for their health, both mental and physical."

Healthcare System Relief

Local physicians have emphasized how regular physical activity prevents numerous health conditions that burden our healthcare system. Dr. Michael Mindrum noted in his support letter:

"As a physician practicing in Nova Scotia, I see firsthand the burden of chronic diseases that stem from lifestyle-related factors. A well-designed, multi-generational recreation

centre is not just a facility—it's a long-term investment in the health and wellbeing of our residents. I view this project as an essential service that improves public health, enhances quality of life, and fosters community connection."

Professional Recruitment

Healthcare recruiters consistently report that quality of life amenities—particularly recreation infrastructure—are among the top considerations for doctors, nurses, and other professionals considering relocation to Kings County. As several respondents stated:

"The lack of recreation facilities in our area makes it difficult to attract new residents and families to relocate here."

"When people consider moving to a region, they look at healthcare, education and recreation for their families. We need this facility to attract and keep families in the Valley."

"This would be very beneficial for the health of our community. It would be a great recruiting tool for physicians and other healthcare workers."

From Getting By to Flourishing

Our region has the potential to be a model for rural prosperity, but we need the infrastructure that supports a high quality of life. The Regional Recreation Centre represents a shift in thinking—from merely getting by to actively flourishing as a community.

Community members consistently connect recreation infrastructure to our region's ability to attract and retain residents, particularly young families and professionals. The facility represents an opportunity to strengthen Kings County's position as a destination of choice for new residents and businesses. As municipalities across Nova Scotia compete for population growth, investing in quality-of-life infrastructure becomes increasingly strategic. This project aligns perfectly with broader municipal goals of sustainable community development and inclusivity.

The community's vision for this facility is remarkably inclusive. Survey responses consistently emphasized the importance of creating spaces that welcome everyone—from toddlers to seniors, competitive athletes to those with mobility challenges. This inclusive approach ensures the facility would serve the broadest possible segment of our population, maximizing its community benefit and return on investment.

The feasibility study clearly shows that our current recreation infrastructure falls below comparable communities. This isn't about luxury—it's about meeting basic standards for community wellness.

Our survey respondents frequently expressed their vision of a recreation facility that our region can truly be proud of. They see this project not just as infrastructure, but as a statement about our community's values and aspirations. As one resident noted, *'Let's build something we can be proud of, that will be enjoyed for generations to come.'* This sentiment reflects a desire to create a legacy facility that showcases the best of what Kings County has to offer.

We are proud that the three Municipal units of Kings, Kentville and Wolfville have brought this project forward. Congratulations! We are adding our voices so that you know there is widespread support for the initiative and it mustn't 'die on the vine'. This regional alignment demonstrates the broad recognition that the need for this facility transcends municipal boundaries in its importance.

Sport Tourism: Economic Driver for Kings County

Beyond the community wellness benefits, a Regional Recreation Centre represents a significant economic opportunity through sport tourism. Unlike many municipal infrastructure investments that primarily generate costs, recreation facilities can drive substantial revenue and economic activity.

Recent economic impact studies from sporting events across Nova Scotia demonstrate the powerful economic effect these events have on host communities (see Appendix B). Events like the 2022 Touchdown Atlantic in Halifax/Wolfville, the 2019 Scotties Tournament of Hearts in Sydney, the 2018 Special Olympics Canada Summer Games in Antigonish, and the 2024 Nova Scotia Stampede in Truro generated millions in economic activity. These events created jobs, boosted provincial GDP, generated significant tax revenue, and brought thousands of visitors to their host regions.

A modern, multi-purpose recreation facility would position Kings County to host regional, provincial, and potentially national sporting events. With proper aquatic facilities, Kings County could attract swimming competitions, water polo tournaments, and synchronized swimming events. Multi-purpose spaces could accommodate basketball tournaments, volleyball competitions, martial arts events, and more.

Visitor spending at these events benefits our entire community through increased business for hotels, restaurants, retail shops, and entertainment venues. According to economic impact reports, accommodations and food services typically receive more than half of all visitor spending during sporting events.

Beyond major events, a regional recreation facility creates ongoing economic activity through regular regional competitions, training camps, conferences using multi-purpose spaces, and increased visits from residents of neighboring communities. This economic activity represents a substantial return on investment that offsets operating costs while providing all the health and wellness benefits outlined earlier.

Partnership Potential

Kings County Recreation Forward is committed to being an active partner in making this project successful.

We have the ability amongst our diverse membership and active board of directors to assist you in a multitude of productive ways moving forward:

- Fundraising campaigns and community-based fundraising initiatives
- Securing corporate sponsorships and implementing strategic marketing programs
- Volunteer recruitment and coordination for advocacy efforts
- Supporting recreation program development and promotion throughout the Region

We recognize the financial considerations involved in this project. However, we firmly believe the long-term benefits—in health outcomes, community wellness, economic development, and regional attractiveness—far outweigh the initial investment.

Call to Action

We respectfully urge council to move forward with the Regional Recreation Centre project without delay.

Kings County Recreation Forward would welcome the opportunity to present to council directly or provide additional information as needed. We are available to assist in community engagement efforts and to help build the broad-based support this project deserves.

Contact: Mike Landry, mikealand800@gmail.com

We stand ready to work alongside our municipal partners to create a facility that helps Kings County truly flourish for generations to come.

On behalf of Kings County Recreation Forward, representing over 1,100 Kings County residents supporting the Regional Recreation Centre project.

**Kings County
Recreation
Forward**



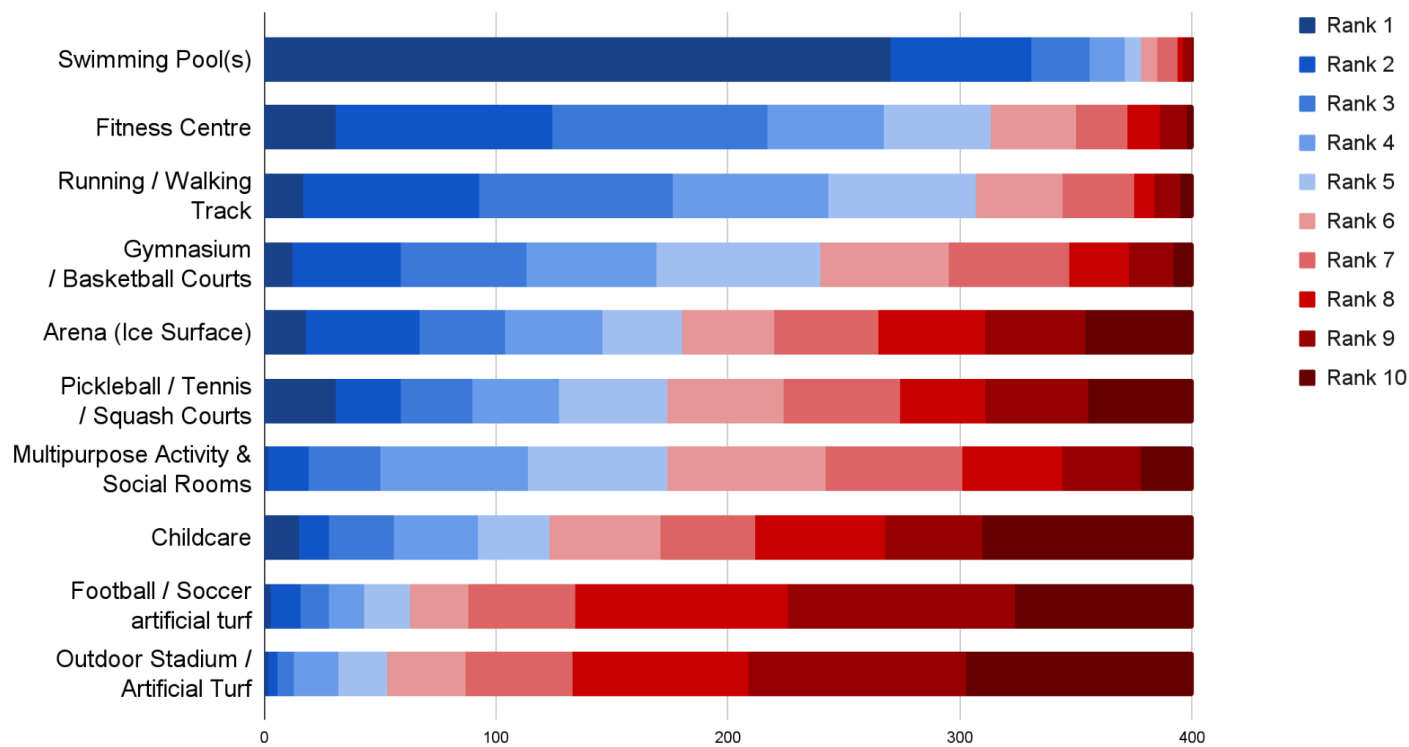
Appendix A

Ranking of Recreation Centre Amenities by Kings County Residents

This chart presents the preference rankings of 10 potential amenities for a regional recreation centre, based on a survey of 401 Kings County residents. Respondents ranked amenities from 1 (most wanted) to 10 (least wanted), with each rank represented by different colored segments. The amenities are ordered by overall preference, with Swimming Pool(s) emerging as the most desired facility, followed by Fitness Centre and Running/Walking Track. The chart clearly shows how preferences are distributed across ranking positions for each amenity, with cooler colors (blues) representing higher rankings and warmer colors (reds) representing lower rankings. This visualization provides valuable insights for prioritizing which amenities to include in the planned recreation facility based on community preferences.

Weighted Scores of Ranked Amenities

(n = 401)



Appendix B

Economic Impact Studies

The following economic impact assessments demonstrate the significant financial benefits that sporting events bring to communities across Nova Scotia. These reports, prepared by professional consultants using standardized methodologies, quantify the direct and indirect economic effects of hosting various sporting events. Each study examines visitor spending, operational expenditures, employment impacts, GDP contributions, and tax revenue generation. These examples illustrate the potential economic opportunities that a regional recreation facility could create for Kings County through sport tourism initiatives. The methodology used in these studies (STEAM/STEAMPRO) is the Canadian sport tourism industry standard for measuring economic impact.

- [Economic Impact Assessment: Special Olympics Canada 2018 Summer Games – Antigonish, NS, July 31 to August 4, 2018](#)
- [Economic Impact Assessment: 2019 Scotties Tournament Of Hearts | Sydney, Ns, February 16-24, 2019](#)
- [Economic Impact Assessment: Nova Scotia Stampede – Truro, NS](#)
- [Economic Impact Assessment: Final Report – Touchdown Atlantic – Halifax / Wolfville, NS](#)

Scan the QR code below to access the files from our Google Drive:



Link to Economic Impact Studies



INTRODUCING THE FILIPINO-CANADIANS IN THE VALLEY ASSOCIATION





Who We Are

Incorporated in 2025, the Filipino-Canadians in the Valley Association has been actively working for many years prior to this, organizing events, supporting newcomers, and strengthening cultural connections throughout the Annapolis Valley.



Purpose of this presentation

- To introduce our association to Council
- To share current community work and engagement
- To express our commitment to the town in being part of a mechanism for social happiness and belonging





Mission Statement

The Filipino-Canadians in the Valley Association celebrates, preserves, and shares the richness of Filipino heritage, fosters strong community bonds, and promotes active engagement in building a vibrant, inclusive, and multicultural Annapolis Valley.

Vision Statement

A thriving and united Filipino-Canadian community that enriches the Annapolis Valley through cultural pride, mutual support, and collaborative community spirit.



Core Values

Cultural Pride

We honour and celebrate the traditions, language, and heritage that shape our identity as Filipino-Canadians.

Community Connection

We strengthen relationships within our community and foster a welcoming environment for all.

Inclusivity and Belonging

We embrace diversity, promote intercultural dialogue, and create spaces where everyone feels valued and respected.

Empowerment and Participation

We encourage active civic engagement, leadership, and contribution to the social, cultural, and economic life of the Annapolis Valley.

Support and Compassion

We provide social, emotional, and practical support to newcomers and community members, nurturing resilience and wellbeing.



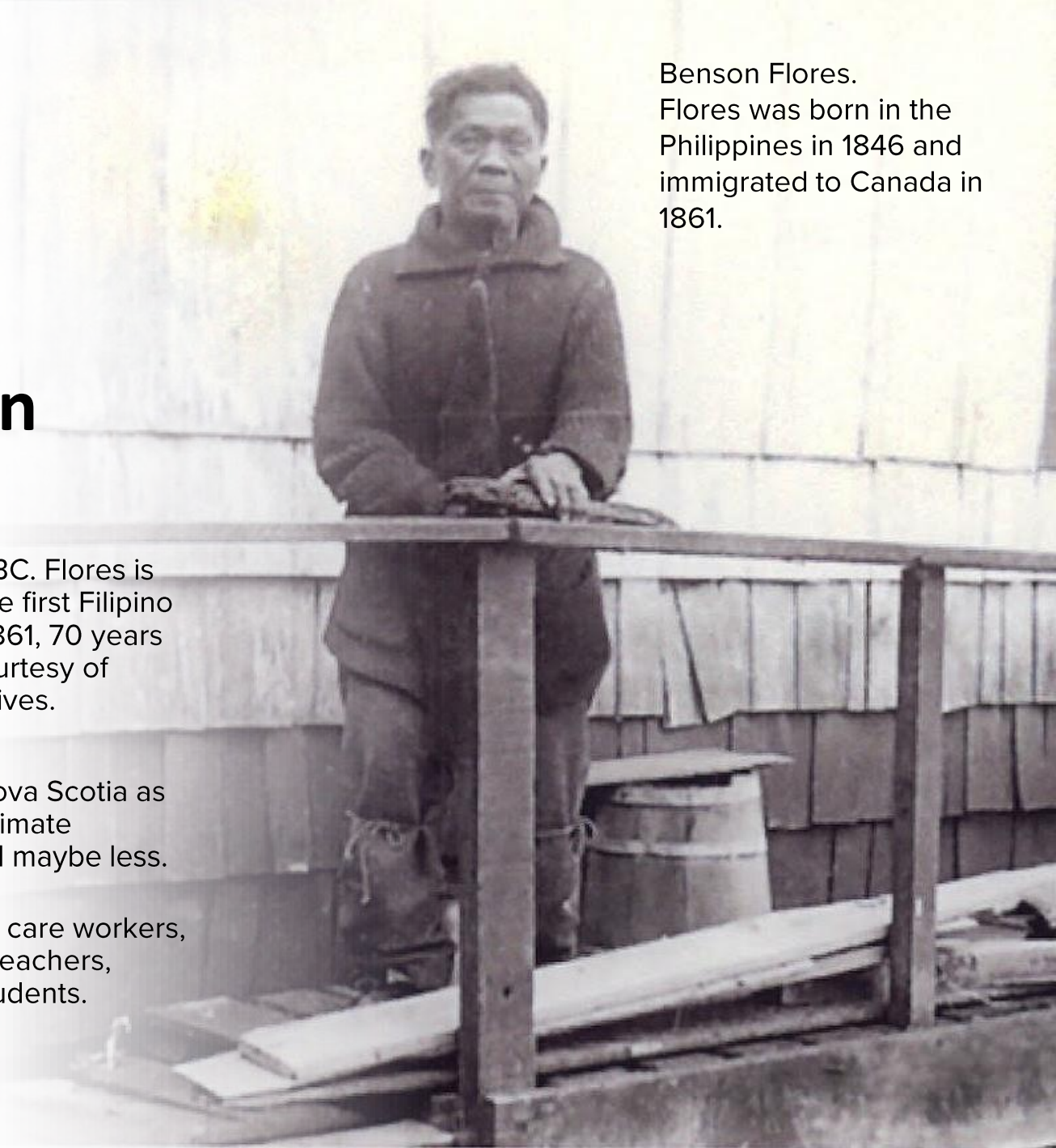
Benson Flores.
Flores was born in the
Philippines in 1846 and
immigrated to Canada in
1861.

History in Canada

Benson Flores in Snug Cove, BC. Flores is now thought to rightfully be the first Filipino to have arrived in Canada in 1861, 70 years before previously thought. Courtesy of Bowen Island Museum & Archives.

Filipino immigrants came to Nova Scotia as early as 1960's with an approximate population of 100 Filipinos and maybe less.

They were professional health care workers, physicians, nurses, dietitians, teachers, professional engineers and students.





Contribution to the Canada

Healthcare

Filipino healthcare professionals, especially nurses and caregivers, have strengthened the Valley's medical system. Many filled crucial shortages in hospitals, seniors' homes, and care facilities.

Agriculture

Filipino workers have played key roles in farm labour and food production, particularly in apple orchards, poultry farms, and processing plants. Their work supports the region's vital agricultural economy.

Cultural Diversity

Through events like the Filipino Fiesta in the Valley, Independence Day celebrations, and local multicultural festivals, they've shared Filipino food, music, dance, and art — enriching cultural life in the region.

Education

Filipino educators, early childhood workers, and support staff have contributed to local schools and daycare centres, offering cross-cultural knowledge and supporting youth development.

• .



Contribution to Canada

(cont)

Faith and Community Life

Filipino families have actively participated in local churches (Catholic, Anglican, and others), strengthening faith communities with choir singing, volunteering, and organizing religious celebrations like Simbang Gabi.

Volunteerism

The Filipino community regularly volunteers at food banks, community gardens, clean-up drives, and local events — contributing countless hours to service projects that benefit everyone.

Entrepreneurship

Some Filipino Nova Scotians have launched businesses — from Filipino restaurants and catering services to home care companies — creating jobs and adding to the local economy.

Youth Engagement

Filipino youth have brought energy to sports leagues (especially basketball and volleyball), cultural shows, and academic achievement programs, representing the Valley proudly at regional events.

was fun except for blisters, according to one of the participants who are shown at the bottom of the page with their placards which capsulized their demand for landed status.

PHOTO BY CONNIE C



Contribution to Canada

(cont)

Social Connections

By fostering strong family values and community networks, the Filipino community has strengthened social cohesion — building bridges across cultures and generations.

Population Growth

Filipino immigration has helped counter rural population decline, bringing new families, school enrollments, and skilled workers to small towns and rural areas across the Valley.

Arts and Creativity

Filipino artists, musicians, and performers have enriched the local arts scene, showcasing traditional and contemporary talent through public performances, exhibits, and festivals





Community Impact

- Events hosted (Filipino Fiestas)
- Engagement with partner organization – the Town of Kentville, Kings County Family Resource Centre, Multi-Cultural Fest, Apply Blossom and local schools
- Show casing culturally responsive programming and art to the community through our events
- Supporting the clean up of the community





Looking Ahead

Our Goals for 2025–2026

- Annual Filipino Fiesta/Market expansion
- Volunteer and leadership development
- Strengthen partnerships with local governments and organizations
- Expand cultural education and youth engagement
- Being part of a future cultural hub in the Annapolis Valley





Thank You
/ Q&A

We are grateful to the Town of Kentville for it's continued support to our community.

Mark Albano – Board member

Email: fcva2025@outlook.com



TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of April 30, 2025

DEPARTMENT- FINANCE

Operations

- The Finance department developed and refined the 2025–2026 Town Operating Budget with input from departments and the CAO office. Despite efforts to align expenditures with available resources, the draft budget currently exceeds financial constraints. The current draft will be the first opportunity for the Town Council to review the budget, and it is scheduled for presentation in May 2025
- The Finance department focused on year-end procedures and accounting activities to facilitate the preparation for the 2024–2025 financial audit.
- Reporting to Municipal Affairs regarding HST Offset Revenues completed within reporting deadlines.

Financial

- Fourth quarter utility bills valued at \$ 402,212 were sent in April 8th with a due date of May 26, 2025.
- Interim 2025-2026 tax bills valued at \$ 6,952,450 released April with a due date of May 30, 2025.
- A tax sale for a property located on Chester Avenue was conducted on April 30, 2025, with two attendees; however, no bids were received. The Treasurer will present alternative options to Council for consideration at a forthcoming meeting.
- 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, 2025, are currently being finalized. While the initial forecast indicated a deficit, preliminary figures suggest an operating fund surplus. However, additional expenditures are anticipated, which will be recorded and likely offset or exceed the surplus. These adjustments are part of the ongoing year-end review and accounting process.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wanda Matthews".

Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

May 2025

Overview

Application activity has increased again as we move into the building season and as the event schedule ramps up for spring and summer seasons.

Approval was given by Council to re-establish a Planning Advisory Committee. A call-out for committee members from the general public has commenced and the deadline for applications is May 15, 2025. Individuals who had expressed interest in 2023 were recontacted.

The next meeting of the Heritage Advisory Committee is scheduled for May 15th.

Development Applications

- **Development Permits:** Ten development permits were issued in the month of April with a total estimated construction value of \$13,118,178.10. This significant increase in value is due primarily to the permitting for the first 84-unit building at Ryan's Park (\$13M).
- **Subdivision Applications:** No subdivision applications were received in April.

Planning Applications

New

- Following the appeal notification process, one (1) appeal was received regarding the site plan approval application at PID 55266314 for Phase 3 of the Hibou Court Development for six 8-unit buildings, resulting in a

total of 48 residential units. An appeal hearing is scheduled for May 12, 2025.

Ongoing

- A development agreement application was received to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024.

At the April 28, 2025 Meeting of Council, Council accepted a revised site plan, which will be incorporated into the draft development agreement.

- An application to amend the Land Use Bylaw was received on February 7, 2025 to permit residential conversions within the Limited Commercial (C3) Zone. Council gave First Reading to the proposed amendments to allow residential conversions of up to four units. A Public Hearing will be scheduled for later in May.
- Council approved amendments at their April 28, 2025 meeting to the Subdivision Bylaw on several matters related to the requirements related to primary and secondary services within the final plan of subdivision process. The appeal period ends on May 23, 2025.
- At the April 28, 2025 Council Meeting, Council directed staff to hold a Public Participation Meeting to receive public comments on proposed amendments to the General Commercial (C1) Zone regarding amenity and parking requirements. A Public Participation Meeting will be scheduled for later in May.

Other Development

- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. The proponent will be conducting public consultation as part of the federal requirements. Staff has provided a report for the May 12, 2025 CAC Meeting with recommendations on our process and responsibilities.

Community and Economic Development

- Documents and plans are coming together for the Annapolis Valley Apple Blossom Festival as multiple town departments prep for the return of three signature events in Kentville, and the addition of one new one. Kentville is once again hosting the 2 Parades, the Blossom Bash and Fireworks Show. New this year is a street dance in Centre Square on Saturday night. AVABF is running from May 28-June 2.
- Planning for the Visitor Information Centre season is ongoing. Hiring of staff will occur over the next few weeks and we aim to open for the season in June.
- The Kentville Farmers Market returns to Centre Square starting Wednesday May 15th. We are also happy to welcome back the Lions Club a little later this season when they begin Wednesday Night Jam nights again in June. The first Centre Square event of the season is the Holi Colour Celebration happening on Sunday May 18th.
- A new website page has been launched to assist business operators and others to find up-to-date information about planned construction downtown. The page is updated as new info is available and found on the Streets and Parking section of the site. Direct link: <https://kentville.ca/downtownconstruction2025>

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

Permit Report

April 2025

Permit #:	4421	Permit Date:	4/3/2025
Value of Construction:	\$15,000.00	Fee:	\$45.00
3 Wall Signs			

Permit #:	4422	Permit Date:	4/3/2025
Value of Construction:	\$10,000.00	Fee:	\$15.00
Ground Sign			

Permit #:	4420	Permit Date:	4/3/2025
Value of Construction:	\$13,000,000.00	Fee:	\$12,359.18
New 84 Unit Apartment Building			

Permit #:	4406	Permit Date:	4/7/2025
Value of Construction:	\$2,000.00	Fee:	\$27.04
Relocating and renovation existing rear deck			

Permit #:	4424	Permit Date:	4/8/2025
Value of Construction:	\$10,000.00	Fee:	\$28.36
19' x 10' Deck Expansion			

Permit #:	4426	Permit Date:	4/11/2025
Value of Construction:	\$5,000.00	Fee:	\$31.00
Renovations Required to Install Washer and Dryer			

Permit #:	4430	Permit Date:	4/24/2025
Value of Construction:	\$0.00	Fee:	\$50.00
3 A-Frame Signs (2' x 3') to promote 2025 Home Show			

Permit #:	4418	Permit Date:	4/29/2025
Value of Construction:	\$8,000.00	Fee:	\$15.00
Update Wall Sign to say "MacQUARRIES Pharmasave"			

Permit #:	4425	Permit Date:	4/30/2025
Value of Construction:	\$8,000.00	Fee:	\$15.00
Update Wall Sign to say "MacQUARRIES Pharmasave"			

Permit #:	4402	Permit Date:	4/10/2025
Value of Construction:	\$60,178.10	Fee:	\$15.00
25' Ground Sign			

Activity Report

	April 2025		April 2024	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
Number of Permits	10	26	14	27
Total Building Value	\$13,118,178.10	\$14,900,370.34	\$1,703,400.00	\$8,247,350.00
Permit Revenue	\$12,600.58	\$14,511.14	\$1,169.58	\$5,663.52

Recommendation for the Review of a Telecommunication Proposal at 314 Main Street

Staff Report TOK202541

Meeting Date: May 12, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

FOR RECOMMENDATION

RECOMMENDATION

THAT Council Advisory Committee:

Recommends that Council direct staff to consider a more robust telecommunications facilities policy during the plan review process AND to maintain reliance on the ISED process to the current proponent.

BACKGROUND

The Town has received notification from Canacre, on behalf of Bell Mobility Inc., of a proposed telecommunication tower at 314 Main Street (PID 55527691), located within the General Commercial (C1) Zone. The tower is intended to enhance wireless and broadband coverage in Kentville and surrounding areas.

Proposal Summary (Attachment A)

- Location: 314 Main Street (PID 55527691)
- Structure Type: 30-metre meso and radio equipment shelter
- Design: Location selected to minimize visual impact, design indicated in Attachment B is subject to change based on final engineered design and final land survey
- Purpose: Improve telecommunications infrastructure and fill local service gaps

DISCUSSION

The purpose of this report is to introduce the proposed telecommunication tower application for Council's consideration. The proposal is subject to federal approval under the Radiocommunication Act by Innovation, Science and Economic Development Canada (ISED).

Although the Town of Kentville does not have approval authority, ISED requires that the proponent undertake public consultation in coordination with the local land use authority.

As the Town does not currently have an established public consultation program specific to antenna systems, the proponent is following the ISED default public consultation process. The proponent ultimately seeks the concurrence of the land use authority, in this case Town Council, for the location of the tower.

Further, this report outlines the ISED's public consultation process, reviews the approach taken by other Nova Scotian municipal units, and examines options for this and future telecommunications facilities applications.

Planning Policy

Kentville Municipal Planning Strategy (Attachment C)

Section 4.2.13 was written to provide guidance on the role of the Town in reviewing applications for telecommunications facilities.

Policy GD-15 – It shall be the intention of Council to require telecommunication providers to notify the Town before erecting or altering any telecommunication facility and require the applicant to submit detailed information outlining the proposed telecommunication facility.

This report provides the required notification and detailed site information on the proposed facility. As the Town does not have a specific policy regarding the public process related to the siting of telecommunication facilities, the ISED default program is being utilized by the Proponent and will be described below.

In keeping with the Town's role with respect to locating telecommunications facilities, Policy GD-16 provides guidance on where the Town would prefer to see such developments:

Policy GD-16 - It shall be the intention of Council when considering proposals for telecommunication towers that Council take the following into consideration:

- a) To promote and encourage co-location on existing and new towers as an option rather than construction of additional single-antenna towers and to reduce the number of such structures needed in the future; and*
- b) To encourage all communication towers to locate no closer than three times the tower height from a property line.*

The proposed location does not meet either consideration as it is a new tower and is located less than three times its height from a property line.

Kentville Land Use By-law (Attachment C)

While a development permit application is anticipated for the foundation of the tower, the direction provided in the Land Use Bylaw Section 4.1.29(a) is not reflected in policy. A future amendment of the planning documents may look to add this section to Policy GD-16.

Section 4.1.29 – Telecommunication Facilities states:

- a) Strongly discourage Telecommunication Towers in all Residential Zones and the General Commercial (C1) Zone; and*
- b) Encourage the co-location of telecommunication infrastructure*

Under CPC-2-0-03: Radiocommunication and Broadcasting Antenna Systems, ISED mandates that proponents consult with local land use authorities. While the Town's planning documents are not entirely clear on the rationale for its preferences, staff is assuming that by discouraging the placement of telecommunications facilities in all residential zones and the General Commercial (C1) that there is a policy rationale which considers the value of the public spaces and overall aesthetics of the downtown area which should be reflected in the MPS.

ISED Public Consultation Process

The following excerpt describing the default public consultation process was copied from the ISED Client Procedures Circular 2-0-03, released in July 2022:

Proponents must follow ISED's default public consultation process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. ISED's default process has three steps whereby the proponent:

- 1. provides written notification to the public, the land-use authority and ISED of the proposed antenna system installation or modification (i.e. public notification)*
- 2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public)*
- 3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment)*

To date, the Proponent has drafted a newspaper advertisement (Attachment D) and a mail-out (Attachment E) for all properties within 90m of the proposed location and will proceed pending Council's decision. The initial consultation process lasts 30 days. At the end of the full consultation process, the Proponent will send a summary to the Town for Council's consideration.

Concurrence Process

The Proponent is required to consult with the land use authority (Council) as a commenting body in the siting of antenna support structures. As a form of comment, the Proponent will

be looking for concurrence from the Town in the form of a resolution that addresses the following items:

- That the Town is satisfied with the Proponent's consultation process, as outlined in the current telecommunication policy;
- That the proposed design and location is acceptable;
- That the Town has been consulted and concurs with the tower location.

Comparative Review

Staff conducted an initial review of relevant policies from the Municipality of the District of Chester (Attachment F) and the Municipality of the District of Lunenburg. Both policies provide a detailed set of requirements for the application format, public consultation process, and specific design and siting preferences which are then utilized by proponents in place of the ISED default processes. Council may wish to consider a more robust policy development in line with the above examples should they wish to have more control over the facility location and public process.

Conclusion

The Town of Kentville plays a key role in the public consultation process for federally regulated telecommunications infrastructure through the provision of public feedback and a statement of concurrence/non-concurrence.

Beyond the ISED default program being conducted by the Proponent, Council has options going forward should they wish to tailor a more specific policy for the siting of telecommunication facilities. The Proponent has expressed flexibility in working with the Town in public consultation and in the design of the tower. Staff recommends that a more robust policy be considered during the plan review process.

CAC may also consider for this application:

1. Recommending a policy be created immediately; or,
2. Scheduling a Public Hearing to allow for direct feedback from all town residents, not just those in the notification area or who respond to the newspaper ad; or
3. Both (1) and (2); or
4. Maintaining reliance on the ISED process.

Recommendations

THAT the Council direct staff to consider a more robust telecommunications facilities policy during the plan review process AND to maintain reliance on the ISED process for the current proponent.

Financial Implications

There are no financial implications to the Town regarding the preparation of this report.

Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

- **Attachment A: Proponent Information Package**
- **Attachment B: Concept Design**
- **Attachment C: Relevant MPS and LUB Sections**
- **Attachment D: Draft Newspaper Ad**
- **Attachment E: Draft Mail-out Content**
- **Attachment F: MODC Radiocommunication Facility Proposal Consultation Policy Policy P- 116**

Subject: Information Package
Proposed 30m Meso Telecommunications Installation

Address: 314 Main Street

Coordinates: Latitude: N 45°4' 34.91", Longitude: W 64°29' 39.93"

Bell Site Reference: J4539 – Kentville

1. Proposed Location

Bell Mobility Inc. ("Bell") is proposing to locate a new meso at the above referenced location, on land owned by a Bell-Aliant. The proposed tower is being proposed to bring high-speed wireless mobile network coverage and capacity. The site is located on lands designated as "General Commercial" in the Town of Kentville's Municipal Planning Strategy and "C1 – General Commercial" in the Town of Kentville's Zoning By-Law (please note radio installations are federally regulated and not subject to the Planning Act). The site is located west of Prospect Avenue and Highland Avenue. Access to the tower will be entirely via a private driveway off of Prospect Avenue.

In selecting the proposed location, a number of other sites were also considered:

- a. Evaluation of Existing Structures.** As required by Innovation, Science and Economic Development Canada ("ISED", formerly known as Industry Canada), before a new free standing tower is proposed, a telecommunications carrier must make best efforts to evaluate any existing structures - towers or rooftops - that may be available to support new equipment or to use for co-location. After careful examination, it has been determined there are no viable existing structures in the area that would be suitable for the operations of Bell's network equipment.
- b. Alternative Sites Considered.** Other properties were investigated by Bell but were determined not to be appropriate or feasible for hosting new telecommunications equipment for various reasons. These sites were assessed by a detailed analysis conducted by Bell's Radio Frequency Engineering Department, and subsequently in the field by conducting multiple site visits by the project team personnel. The proposed site location and alternative sites considered are depicted under **Appendix 1: Proposed and Alternative Site Locations**.

The reasons for rejecting the alternate candidate sites are as follows:

Proposed Site (“CAN1B”): CAN1B is the optimal location as the trees and shrubbery minimize aesthetic impacts to nearby residents and the installation is set back from the right of way.

Alternate Site 1 (“CAN1A_Alliant”): The CAN1A rooftop was rejected in favour to CAN1B as it would not meet radio-frequency objectives.

Alternate Site 2 (“CAN1C”): CAN1C is not optimal as the location creates aesthetic impacts for nearby residents due to the lack of existing shrouding and proximity to the right-of-way.

Alternate Site 3 (“CAN2”): The CAN2 rooftop was rejected in favour to CAN1B as it would not meet radio-frequency objectives.

2. Proposed Design

In order to enhance wireless service, Bell is proposing to install a 30-metre meso and radio equipment shelter, located in the northern portion of the property to support a new radiocommunications facility that will service the area.

Bell has completed a survey plan (see **Appendix 2: Survey Plan**) of the proposed meso. The tower will use a private right-of-way (driveway) for safe vehicular access into the site. The proposed design is subject to change based on final engineered design and final land survey.

Bell has made efforts to minimize the visibility of the tower to the area residents. This location was selected because it had the least visual impact compared to all the viable sites and also provides the community with the highest network coverage and capacity improvements.

Bell welcomes any comments from the Town of Kentville in regards to the proposed tower location and design.

3. Public Consultation Process

The Town of Kentville Lakes follows the ISED CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems for the consultation process. Although ISED has exclusive jurisdiction in the licensing of radiocommunication sites, such as the proposed tower, ISED also requires proponents to consult with the local land use authority and public.

Since the proposed tower is within 90 metres of other properties (measured from the base of the tower), these property owners will be sent a notification package that includes the proposal and consultation details. Additionally, an ad will be published in a local newspaper determined by planning staff. The consultation period will run for 30 days where members of the public can submit comments and questions

During the consultation period, any questions, comments or concerns will be acknowledged within 14 days and address in writing all reasonable and relevant concerns within 60 days of receipt. Members of the public will have 21 days from the date of the correspondence to reply to the proponent's response

In order to move forward with the public consultation process, Bell has submitted an application for a tower installation to the Town of Kentville. At the conclusion of the consultation process, Bell will prepare and submit a summary of comments received from the community and the replies provided by Bell.

4. Concurrence Requirements

Although Bell is exclusively regulated by the Federal Government, ISED requires Bell to consult with the land use authority as a commenting body in the siting of antenna support structures. As a form of comment, Bell will be seeking support or concurrence from the Town in the form of a Resolution, Minutes of a committee meeting or council and/or a letter that addresses the following items:

- The Town is satisfied with Bell's consultation process, as outlined in the current telecommunication policy;
- The proposed design and location is acceptable;
- That the Town has been consulted and concurs with the tower location.

5. Health and Safety Compliance

The installation and operation of the proposed tower will be in compliance with the following safety standards:

a) Safety Code 6

Bell attests that the proposed tower will at all times comply with Health Canada's Safety Code 6 which limits the public's exposure to radiofrequency electromagnetic fields (EMF) and ensures public safety. This code is based on current, accepted scientific data. Additional information on health and safety may be found on-line at:

http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html

Safety Code 6 takes into account all RF emissions in the area to ensure levels in EMF energy operate within the safety limits. Safety Code 6 exposure limits are not device specific, but the limits do take into account the total exposure from all sources of RF energy.

For more detailed information on Safety Code 6, please see:

https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/pdf/consult/2014/safety_code_6-code_securite_6/final-finale-eng.pdf

b) Environmental

There are no environmental restrictions for this proposed site location. Bell will undertake all the necessary environmental assessment(s) to mitigate potential impacts in the siting and

construction of the proposed tower.

c) Engineering Practices

Bell attests that the proposed tower will be constructed in compliance with all applicable building standards and comply with good engineering practices including structural adequacy.

d) Transport Canada's Aeronautical Obstruction Marking Requirements

The proposed tower is in compliance with Transport Canada and NAV CANADA aeronautical safety requirements. Bell submitted an application to Transport Canada and NAV CANADA and is awaiting approvals from both agencies.

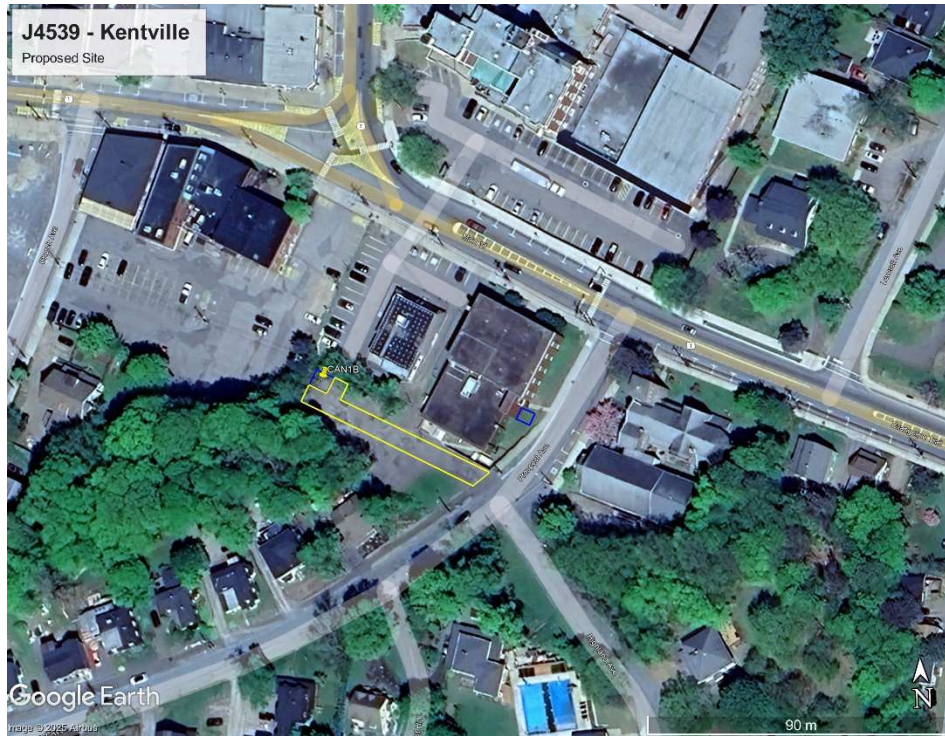
6. Conclusion

Bell is seeking to improve high speed wireless service to the residential community and businesses by improving **high-speed mobile (LTE) network coverage** in the Kentville area. To provide service Bell is proposing the construction of a new tower. After investigating the area, reviewing local regulations and considering Bell's technical requirements, Bell finds the proposed infrastructure appropriate as it has taken into consideration the following:

- The proposed tower location will bring much needed mobile wireless network coverage and capacity;
- The proposed tower is designed to provide high quality service to Bell customers in the Kentville community and surrounding areas;
- The proposed tower is located over 30 metres away from the closest residential dwelling;
- The proposed tower is located over 60 metres away from the nearest public road; and
- The proposed tower is well located due to the trees and shrubbery that acts as an aesthetic barrier, minimizing the aesthetic impacts.
- Visual simulations will be provided once they have been prepared

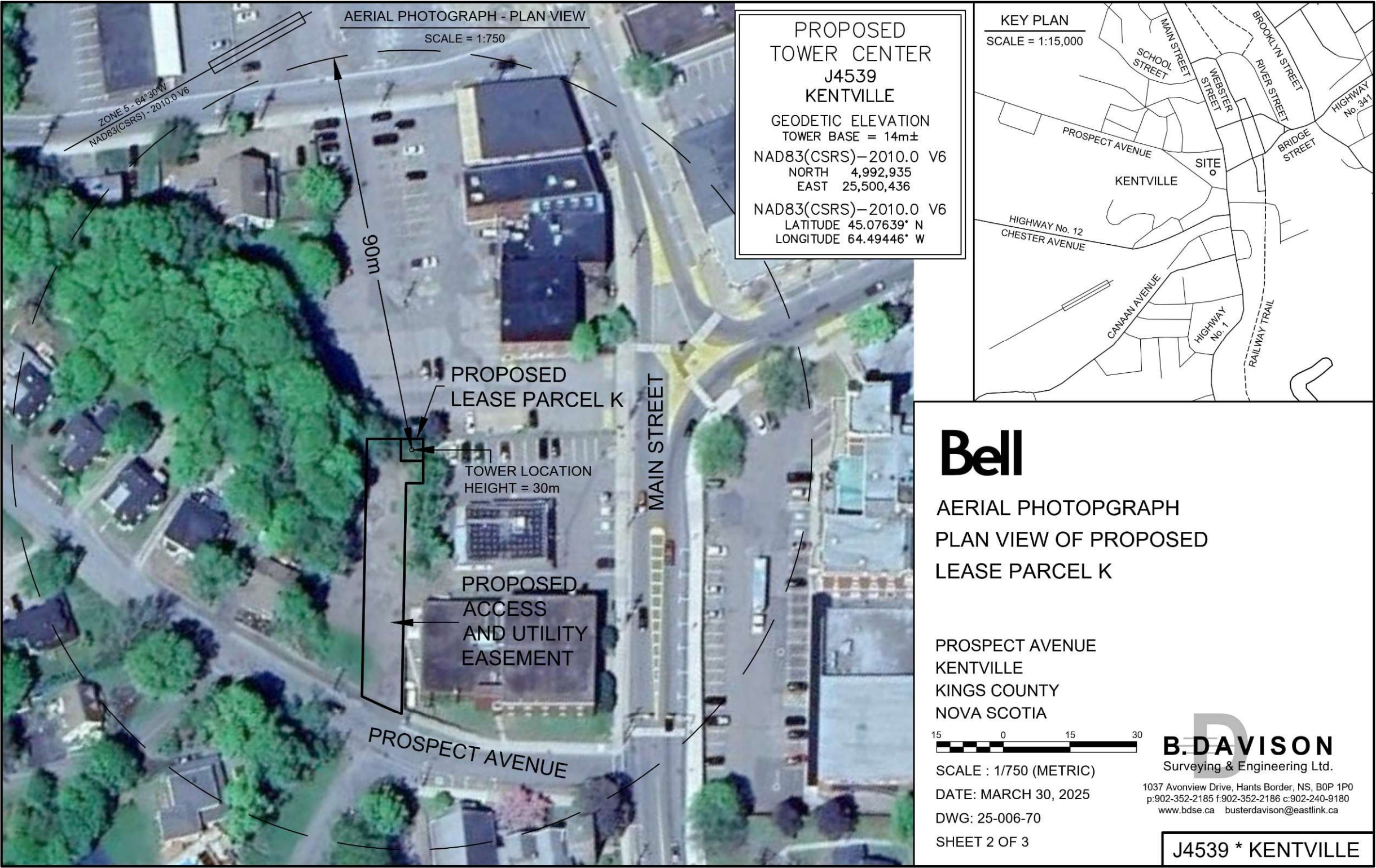
Appendix 1 – Proposed and Alternative Site Locations

Proposed Site

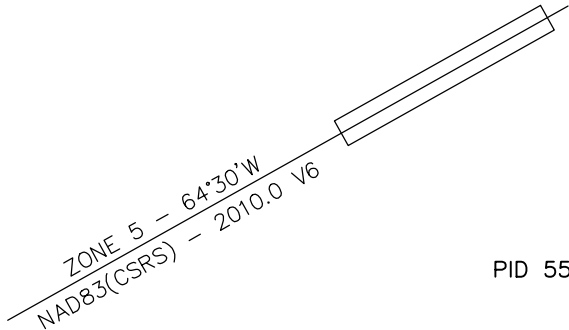


Proposed and Alternate Locations





Attachment B



PID 55246888

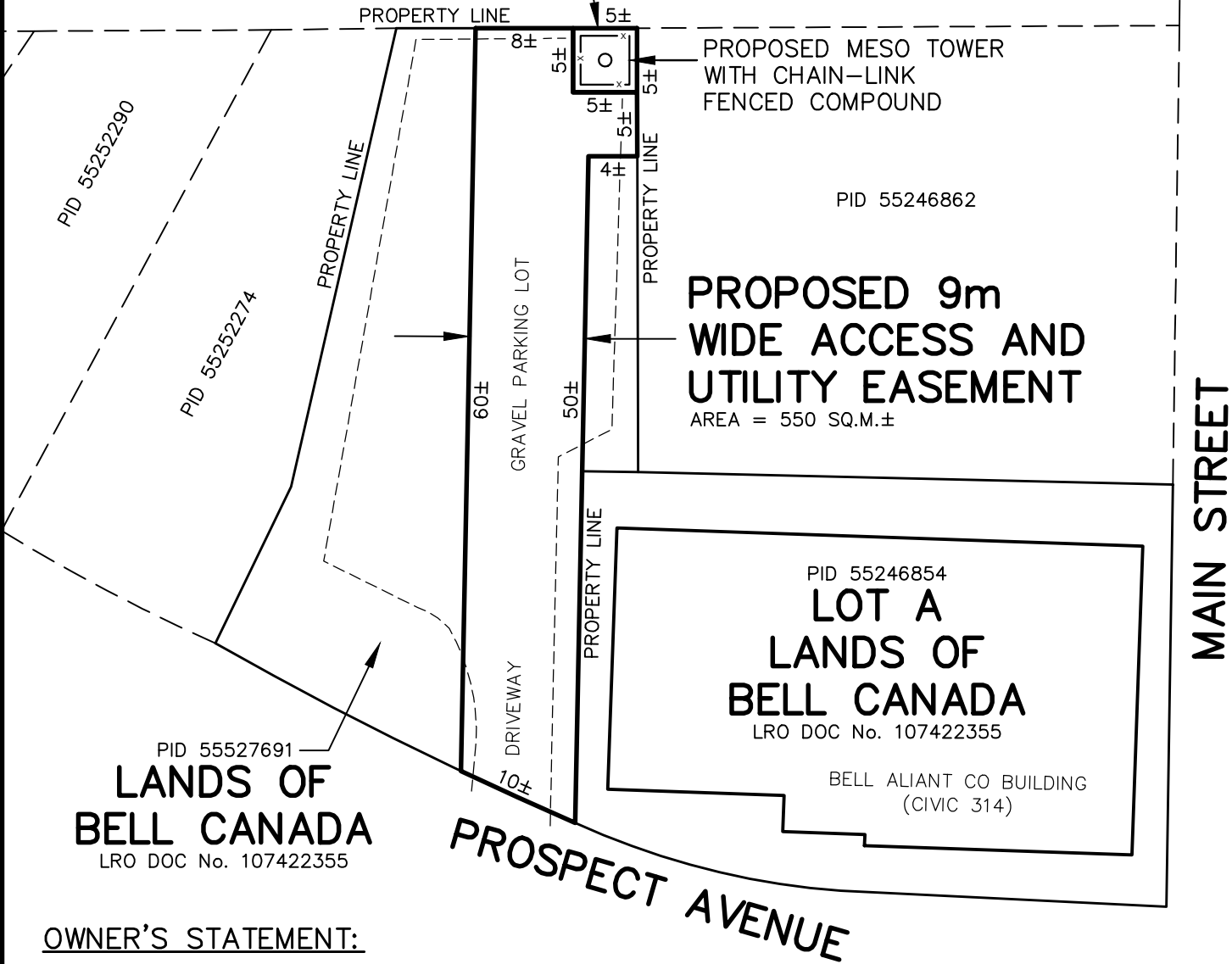
PROPOSED
TOWER CENTER
J4539
KENTVILLE

GEODETIC ELEVATION
TOWER BASE = 14m±

NAD83(CSRS)–2010.0 V6
NORTH 4,992,935
EAST 25,500,436

NAD83(CSRS)–2010.0 V6
LATITUDE 45.07639° N
LONGITUDE 64.49446° W

PROPOSED
LEASE PARCEL K
AREA = 25 SQ.M.±



OWNER'S STATEMENT:

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM THE REGISTERED OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY SHOWN HEREON AND DO HEREBY GRANT APPROVAL TO THIS PLAN AS OUR INTERESTS MAY APPEAR.

SIGNATURE _____ NAME _____ DATE _____

SKETCH SHOWING PROPOSED LEASE PARCEL K
AND PROPOSED ACCESS AND UTILITY EASEMENT
ON LANDS OF BELL CANADA

PROSPECT AVENUE, KENTVILLE
KINGS COUNTY, NOVA SCOTIA



SCALE = 1:500 (METRIC)
DATE: FEBRUARY 14, 2025
DWG: 25-006-60

B. DAVISON
Surveying & Engineering Ltd.

1037 Avonview Drive, Hants Border, NS, B0P 1P0
p:902-352-2185 f:902-352-2186 c:902-240-9180
www.bdse.ca busterdavison@eastlink.ca

J4539 * KENTVILLE

Attachment C: Relevant MPS and LUB Sections

MPS - Section 4.2.13

Telecommunication Facilities

Every day, millions of Canadians connect via communication technologies. These technologies link the country by providing us with TV and radio broadcasting, cable TV, cellphone networks, two-way radios and other services and would not work without antennas which, to function effectively, are often supported by towers or other tall structures. The public, businesses, police, firefighters, ambulances, air navigation systems and national defense use antenna systems, including towers, to ensure reliable communication.

Industry Canada is the federal licensing authority for all forms of telecommunication facilities and Health Canada provides radio frequency guidelines which all radio stations/communications must operate within. Though approving the location of telecommunications facilities fall under the jurisdiction of Industry Canada, the Federal Government does recognize that municipalities do have a vested interest in their location and has therefore established a policy outlining the processes a proponent must follow for community review. Procedures therefore require that land-use authorities be consulted, by the proponent, prior to the building of significant antenna structures. The process is designed to allow communities to effect the location of a telecommunication tower.

The purpose of this policy is to provide general guidance for the siting of telecommunication towers in the Town of Kentville and to create a clear procedure for public participation in the review of such proposals.

Policy GD-15 It shall be the intention of Council to require telecommunication providers to notify the Town before erecting or altering any telecommunication facility and require the applicant to submit detailed information outlining the proposed telecommunication facility.

Policy GD-16 It shall be the intention of Council when considering proposals for telecommunication towers that Council take the following into consideration:

- a) To promote and encourage co-location on existing and new towers as an option rather than construction of additional single-antenna towers and to reduce the number of such structures needed in the future; and
- b) To encourage all communication towers to locate no closer than three times the tower height from a property line.

LUB Section 4.1.29

Telecommunication Facilities

The Town of Kentville recognizes that Industry Canada has the ultimate authority over the placement of radio communication facilities but it has been Industry Canada's practice to work with municipal governments to ensure that local concerns are addressed in the approval process. Council therefore shall:

- a) Strongly discourage Telecommunication Towers in all Residential Zones and the General Commercial (C1) Zone; and
- b) Encourage the co-location of telecommunication infrastructure;



PUBLIC NOTICE

**PROPOSED BELL MOBILITY RADIOCOMMUNICATIONS FACILITY
TELECOMMUNICATION TOWER**

Bell Mobility Inc. ("Bell") is committed to providing Canadian communities high speed wireless voice and data services. To improve service, Bell is proposing to construct a **30 metre slim monopole antenna installation** with ancillary radio equipment. As part of the public consultation process as required by Innovation, Science and Economic Development Canada (formerly known as Industry Canada) ("ISED"), Bell's regulator under the Radiocommunications Act, Bell is inviting the public to comment on the proposed tower location before **[DATE]**. This tower is fully compliant with ISED's guidelines, as found under the Client Procedures Circular (CPC-2-0-03).

TOWER LOCATION: 314 Main Street

COORDINATES: Latitude: N 45°4' 34.91", Longitude: W 64°29' 39.93"

ANY PERSON MAY comment by close of business day on **[DATE]** with respect to this matter.

BELL CONTACT:

Pauline Pangilinan
Canacre Ltd.
Agent for Bell

Unit 201
5520 Explorer Drive
Mississauga, ON, L4W 5L1
Fax: (416) 352-0707
Email: consultation@canacre.com



Share your thoughts on Bell’s proposed antenna tower. Our experts will answer your questions and address any feedback.

If you have specific questions about the proposed plans to upgrade the wireless network in your community, you can email your Bell representative, Pauline Pangilinan at consultation@canacre.com by [DATE].

For additional information about antenna systems, you can visit the government of Canada at www.ic.gc/towers or you can contact:

Your Local Government Contact

Ben Croll, Development Officer and Coordinator
Town of Kentville
354 Main Street
Kentville, NS B4N 1K6
(902) 679-2530
Planning@Kentville.ca

Your Innovation, Science and Economic Development Canada (formerly known as Industry Canada) Contact

50 Brown Avenue
Dartmouth NS B3B 1X8
Tel: 1-855-465-6307
Fax: 902-426-1000
Email: spectrumnsd-spectredne@ised-isde.gc.ca

Canacre Ltd.
Agents for Bell Mobility
Unit 201
5520 Explorer Drive
Mississauga, ON, L4W 5L1
Fax: (416) 352-0707

Important Information Enclosed

TO:

You are receiving this notice because you own property within 90 metres of a proposed telecommunications tower.

Attachment E



Notice of Public Consultation

You’re receiving this notice because you own property within **90 metres** of a proposed telecommunications tower.

Inside you will find information on the proposed antenna tower as well as an invitation to share any questions and comments on this proposal.

Have your say.

In order to improve service in your neighbourhood, Bell is proposing to install 30 metre antenna tower at 314 Main Street. Latitude: N 45°4' 34.91", Longitude: W 64°29' 39.93".

Bell is committed to working closely with our communities. This means providing any desired information in a transparent and straightforward fashion, hearing your views, and addressing any questions or comments you may have.

To this end, we invite you to email comments to your Bell representative, Pauline Pangilinan at consultation@canacre.com by [DATE].



Proposed Site

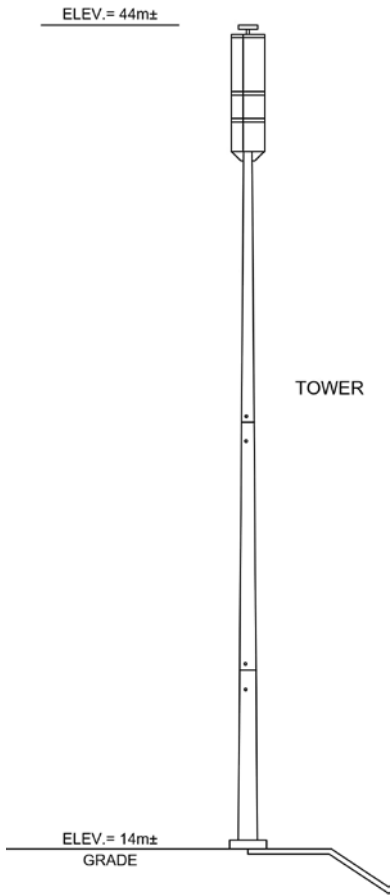
Understanding the process

Step 1: Proposal Bell proposes a site in accordance with ISED’s and the Township’s consultation Process. Bell submits a plan and initiates a dialogue with the Town of Kentville	Step 2: Notification Packages are mailed to the local public, neighbouring land use authorities, businesses, property owners and landowners within the area inviting them to the consultation process.	Step 3: Consultation Landowners are invited to comment within 30days.	Step 4: Acknowledgement Bell must acknowledge receipt of comments within 14 days.	Step 5: Response All reasonable and relevant concerns will be addressed by Bell within 60 days.	Step 6: Feedback Landowners have 21 days to respond to Bell.	Step 7: Approval A summary of consultation is shared with the land use authority and a request is submitted for concurrence.
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What is an antenna tower?

An antenna tower supports the low power short-range radio systems that allow us to enjoy our mobile devices, such as our smart phones and tablets.

The purpose of the tower is to provide dependable advanced telecommunication service to the surrounding businesses and residences.



Why now?

Canadians are using wireless devices more and more in their daily lives. Currently, more than half of all phone connections in Canada are now wireless, including 70 percent of all 911 calls.

Canadian Radio-television and Telecommunications Commission (2013): <http://www.crtc.gc.ca/eng/publications/reports/rp130705.htm>

In order to provide the high quality of service that Canadians have come to expect, Bell must enhance its networks to meet this increased demand.

By adding new antenna sites, Bell customers will continue to benefit from dependable, high speed and high quality wireless service.

Is it safe?

The consensus among Canadian health organizations and the scientific community is that wireless antennas are safe and in fact, this antenna tower will operate well below the levels established by Health Canada under Safety Code 6.

Bell is committed to the health and safety of Canadian communities. That is why we take great pride in our compliance with all current health and safety guidelines while continuing to provide Canada’s first-rate wireless coverage.

“Health Canada, along with independent experts from across the country, continually monitor the scientific literature to ensure that Safety Code 6 is based on the best available evidence and has significant margins of safety for the Canadian population.”

Dr. Patricia Daly, MD, FRCPC, Chief Medical Health Officer & Vice President Public Health.

Why here?

The quality of service in this area does not currently meet Bell standards and the needs of people in the neighbourhood.

Bell first looked at the possibility of sharing an existing antenna tower in order to minimize the number of new antennas in the area. Unfortunately, none of the existing structures were determined suitable for site-sharing.

Bell is proposing to install the new antenna installation 314 Main Street. Latitude: N 45°4' 34.91", Longitude: W 64°29' 39.93". This site was carefully identified because it met various factors including land use restrictions, interaction with existing structures and the surrounding environment, and line of sight requirements.

What is Safety Code 6?

The purpose of this code is to establish safety limits for human exposure to radiofrequency (RF) energy in the frequency range from 3 kHz to 300 GHz. The safety limits in this code apply to all individuals working at, visiting, or living at or near federally regulated sites.

Bell attests that the proposed antenna tower will be installed and operated on an ongoing basis in accordance with Health Canada’s Safety Code 6, as may be amended from time to time, for the protection of the general public, including all combined effects within the local radio environment.

Is it environmentally friendly?

Bell attests that the proposed antenna tower is not subject to an environmental assessment under the Impact Assessment Act (CL 2019, c.28.art.1).

What are the standards and practices?

The proposed antenna tower will be built in accordance with the highest professional engineering standards and practices, including structural adequacy.

What will it look like?

- Bell is proposing a 30 metre slim monopole installation that will support antennas, and associated radio equipment.
- With the public’s safety in mind, the area will not be accessible to the general public.
- Bell will incorporate suitable elements to the proposed antenna tower in accordance with Transport Canada’s aeronautical obstruction marking requirements. Both Transport Canada and NAV Canada applications have been applied for, and it is expected that lighting will not be required for this tower.



Before



After

Municipality of the District of Chester

RADIOCOMMUNICATION FACILITY PROPOSAL CONSULTATION POLICY

Policy P-116

Effective Date: March 28, 2024

POLICY P-116**RADIOCOMMUNICATIONS FACILITY PROPOSAL CONSULTATION POLICY****1.0 INTRODUCTION****1.1 Purpose**

The purpose of the Radiocommunications Facility Proposal Consultation Policy (RFPC Policy) is to establish a consultation process for proponents seeking a license from Innovation Science and Economic Development Canada (ISED Canada) to install new radiocommunications facilities in the Municipality of the District of Chester (Municipality).

1.2 Application

Applicable Radiocommunication Facility (RF) proposals located in the Municipality are subject to the RFPC Policy. Any other applicable federal requirement not specifically mentioned herein, or as amended from time to time, shall apply.

1.3 Objectives

The objectives of the RFPC Policy are to:

- Provide a consultation process for proponents of applicable RF's proposed within the Municipality;
- Confirm roles and responsibilities of the various parties in the consultation process;
- Provide proponents and ISED Canada with an informed statement, or "concurrence" or "non-concurrence," regarding a proposed RF installation upon the completion of related requirements in the RFPC Policy.

1.4 Guiding Framework

The RFPC Policy has been prepared in accordance with the federal government's Radiocommunications Act (Section 5) and ISED Canada's Radiocommunication and Broadcasting Antenna System Client Procedures Circular CPC-2-0-03, Issue 6, 2022 (CPC-2-0-03). The CPC-02-0-03 provides minimum consultation criteria for proponents and provides options for municipalities to establish enhanced criteria for certain aspects of the consultation.

2.0 SUBMISSIONS**2.1 Pre-Application Consultation**

Proponents shall contact the Municipality to determine local consultation requirements and to discuss local preferences regarding antenna system siting and/or design prior to the Municipality deciding on the completeness of a formal application. The pre-application consultation shall include a review and discussion of surrounding uses and any potential impacts.

2.2 Designated Municipal Official

An application for an RF proposal within the Municipality shall be submitted to the Director of Community Development & Recreation.

2.3 Application

The following information shall be submitted to the Municipality through an application for consultation for applicable proposed RFs:

2.3.1 Letter of Intent

A letter from the proponent is to be submitted to the Designated Municipal Official describing the specific purpose of the related installation, its intended future use, and the rationale for the site selection. Letters of Intent are to acknowledge and document the proponent's review of existing radiocommunication structures in the area and to address why any existing structures could not be used.

2.3.2 Engineering Drawings & Related Site Plan Information

Drawings, site plans, and details are to be submitted identifying the proposed development, to including:

- a) The specific location, height, and type of radiocommunication equipment and related structures to be installed on the property;
- b) Elevation drawings of the proposed structure;
- c) Scaled site plans, identifying setback distances from property lines, topographic features, and other relevant site features;
- d) Details pertinent to existing environmental site conditions;
- e) Details regarding site access and lot configuration impact on site safety (e.g., fencing and lighting), utilities, and any proposed accessory structures related to the installation; and,
- f) A description of the property's location in the general community, and current use of the subject site and surrounding lands, including scaled drawings identifying the distance between the proposed installation and the nearest residential dwellings.

2.3.3 Land Ownership

Confirmation of legal ownership of the property on which the development will be installed, or a signed letter from the registered property owner(s) acknowledging their consent and agreement with the proposed installation, as described.

2.3.4 Certification / Attestation of the Proponent's Compliance

Where RFs are to conform with requirements determined by other agencies of government, the application is to include:

- a) Copies of any other permits or approvals required by the Province of Nova Scotia, the Government of Canada, or other agencies as identified (e.g., Navigation Canada);
- b) Attestation by a duly authorized representative that the proposed structure will meet all structural requirements, including loading and environmental factors, and will be built using best engineering practices and in compliance with all laws and regulations;

- c) Certification by a duly authorized representative that the structure, and any related use of the site surrounding the structure, complies with the Canadian Environmental Assessment Act, or is to be considered exempt from the Act; and/or,
- d) Attestation by a duly authorized representative that the proposed installation will comply with any regulations and standards determined by Health Canada, in protecting the public from potential health hazards.

2.3.5 Contact Information

Applications are to include applicable contact information for representatives of the proponent and the owners of the identified property.

2.3.6 Fees

Applications are to include application fees and/or deposits, as set out in the Municipality's Fees Policy P-20.

2.3.7 Application Form

Proponents shall include a completed application form with the application.

2.4 Municipal Acknowledgment of an Application

2.4.1 Complete Application

The Municipality shall review materials and inform the proponent within **14 calendar days** if the application is complete, including confirming the proponent consultation requirements.

2.4.2 Determination of Permits by Municipal Staff

Upon receipt of a complete application, the Municipality shall inform the proponent where there may be any additional applications required for municipal permits, in regard to the proposed installation. Where no additional municipal applications are required, the Municipality shall provide notification in writing.

2.4.3 Outline of Public Consultation Requirements

Upon receipt of a complete application, the Municipality shall inform the proponent of related public consultation and public notice requirements in writing, as outlined in Section 3.1 Notification, regarding the installation proposal. Where the Municipality does not consider there to be any consultation requirements by this municipal policy, the Municipality shall provide notification in writing.

2.5 Changes Made to a Submitted Application

Where changes may be made to a proponent's application following its submission, the Municipality may determine that certain consultative processes, outlined in Section 3.1 Notification, are to be undertaken by the proponent for a second time.

3.0 PUBLIC CONSULTATION PROCESS

The proponent will ensure the local public is made aware of the proposal and is given an opportunity to provide comments. All comments shall be addressed by the proponent, be provided in digital format to the Municipality and incorporated into the final municipal staff report for consideration in the decision on concurrence. The consultation begins subsequent to the Municipality notifying the proponent of a complete application.

3.1 Notification

Proponents shall complete the process of providing notification to the public as follows:

3.1.1 Recipients

Notification is to be provided to:

- a) Property owners within 150 m (492 ft), or three times the height of the tower, whichever is greater, measured from the nearest extent of any part of a structure for the proposed facility;
- b) Any adjacent municipalities within 300 metres (984 ft) of the proposed installation; and,
- c) the Designated Municipal Official.

3.1.2 Method of Delivery

The Municipality will provide a notification package, to be prepared by the proponent, by regular mail to all property owners identified in Section 3.1.1.

3.1.3 Notification Contents

Notification shall consist of the following:

- a) a description of the proposed structure, including the specific height, type, and design of the antenna installation;
 - b) a site plan identifying the location of the structure in relation to adjacent properties;
 - c) a drawing of the proposed structure, or a picture of a materially similar structure;
 - d) contact information for the proponent, outlining to whom any questions or concerns are to be directed;
 - e) contact information for the district office of ISED Canada and the municipal office; and,
 - f) the deadline date for the receipt by the proponent of any public responses to this particular proposal.
- The deadline date for public responses must be at least **30 days** after all notices have been sent or delivered.

3.1.4 Communicating in Both Official Languages

Notification is to be provided to Recipients, from the proponent, in both official languages (French and English); and should recipients respond in French the Proponent is required to provide continued correspondence with said party in French for the lifecycle of the consultation, in accordance to CPC-2-0-03 Section 4.4, as amended from time to time.

3.1.5 Public Notice in Newspaper

In the case of a proposed tower 30 metres or more in height, the Proponent will advertise a Public Notice in the weekly newspaper, concurrent to the distribution of the neighbour notification package. The Notice shall include:

- a description of the proposed RF;
- the proposed RF location and street address;
- the proponents contact information and mailing address; and,
- an invitation to provide public comments to the proponent within **30 calendar days** of the notice.

3.1.6 Proponent Response

The proponent has up to **15 calendar days** to respond to public comments.

Notice of Intention to Adopt – Council – December 14, 2023

First Notice – Council - Council – March 14, 2024 (2024-126)

Second Notice – Council – March 28, 2024 (2024-153)

Effective Date: March 28, 2024

3.2 Written Record of Consultation

The proponent will keep a record of all correspondence that occurred during the consultation process, including records related to any agreements that may have been reached and/or any concerns that remain outstanding, and provide copies of all written correspondence to the Municipality.

4.0 DESIGN AND SITING PREFERENCES

4.1 Design Preferences

The Municipality encourages proponents to consider the following design preferences:

4.1.1 Setbacks

Design preferences to address proximity, safety and aesthetic matters respecting adjacent property:

- a) Proposed RFs are encouraged to be no closer than 100 metres (328 ft), or three times the height of the tower, whichever is greater, measured from the nearest extent of any part of a structure for the proposed facility, from any primary residential building, excluding any residence on the subject lands.

4.1.2 Screening

Design preferences to address aesthetic matters, respecting adjacent property and the public realm:

- a) Existing vegetative screening should be preserved wherever possible and/or new plantings provided to screen the base of the tower and any structures on the ground where existing vegetation may not provide adequate screening to nearby buildings or the public realm; and,
- b) Provide design details (plans, elevations, etc.) for any proposed vegetative screening and/or proposed fencing to screen the base of the tower where existing vegetation may not provide adequate screening to nearby buildings or the public realm.

4.1.3 Roadway and Emergency Services Access

Design preferences to address adequate access to a public road:

- a) Access to the site of a proposed installation from a public road should be appropriately marked with signage, such as a civic address sign or other wayfinding signage; and,
- b) Access to the site of a proposed installation from a public road should be appropriately maintained to provide emergency vehicles with the ability to access the installation area.

4.1.4 Security

Design preferences to address the integrity of proposed antenna structures from trespass:

- c) Security fencing at least two (2.0) metres in height, or a combination of walls, fencing and structures, should enclose any proposed free-standing installation, and any related accessory structures;
- d) Identified anti-climbing measures should be incorporated with each proposal.

4.1.5 Signage and Lighting

Design preferences to address potential matters respecting the impact of signage and associated lighting on adjacent property:

Notice of Intention to Adopt – Council – December 14, 2023

First Notice – Council – Council – March 14, 2024 (2024-126)

Second Notice – Council – March 28, 2024 (2024-153)

Effective Date: March 28, 2024

- a) Signs posted by the proponent in relation to the proposed installation should be for safety and wayfinding purposes only and may include posting of small identification signs identifying contact information of the property owner or installation provider; and,
- b) Lighting not subject to federal approvals should be limited to illumination for safety reasons and be located so that nearby properties are not illuminated to the extent that a hazard or nuisance will result.

4.2 Site Preferences

Proponents should note the following preferences established by Council in regard to encouraging or discouraging the potential development of proposed radiocommunication installations in specified locations in the Municipality:

4.2.1 Preferred Locations

The following are location preferences, in specific order from the top:

- Existing towers
- Industrially zoned lands
- Commercially zoned lands
- Municipal owned or Crown lands
- Lands distant 100 metres from any lands zoned primarily for residential uses

4.2.2 Discouraged Locations

The following are discouraged locations:

- Lands zoned primarily for residential uses
- Land where there may be an impact to sensitive environmental lands
- Lands within 100 metres of any registered heritage property

5.0 MUNICIPAL STATEMENT OF CONCURRENCE / NON-CONCURRENCE

5.1 Procedure

5.1.1 Staff Report to Council

Upon a proponent completing associated aspects of the RFPC Policy, municipal staff will prepare a report to Council, outlining the pertinent aspects for consideration, in regard to the proponent's application.

5.1.2 Timeline

Consultation with local land use authorities is part of ISED Canada's review of proposed installations. The Municipality commits to communicating effectively with proponents in response to their application.

The following timeline is considered as a guideline, in the Municipality making its determination regarding concurrence:

Notice of Intention to Adopt – Council – December 14, 2023

First Notice – Council – Council – March 14, 2024 (2024-126)

Second Notice – Council – March 28, 2024 (2024-153)

Effective Date: March 28, 2024

Step	Timing	Action/Aspect	Agent	Related Policy
A	*	Submission of a Complete Application to Municipality.	Proponent	Section 2
B	A+14	Correspondence from Municipality identifying Complete Application and comments on Consultation Requirements.	Municipality	Section 2
C	B+21	Notification sent.	Proponent	Section 3
D	C+30	Period for Public Response.	Public	Section 3
E	D+15	Period for Follow-up Communications.	Proponent	Section 3
F	E+7	Submission of identified Consultation materials to Municipality.	Proponent	Section 3
G	F+30	Preparation of, and presentation of, a Report to Council.	Municipality	Section 5
H		Council Determination	Municipality	
I	H+3	Correspondence from Municipality to Proponent and ISED Canada.	Municipality	Section 5


5.2 Determination

5.2.1 Concurrence

The Municipality will provide a letter of concurrence to ISED Canada and the proponent where, in Council's consideration, the proponent's proposal has satisfactorily addressed the requirements established in the RFPC Policy. This determination specifically relates to fulfilling requirements for consultation and addressing identified design and siting preferences of the Municipality.

5.2.2 Non-Concurrence

The Municipality will provide a letter of non-concurrence to ISED Canada and the proponent where, in Council's consideration, the proponent's application did not satisfactorily address feedback from the Municipality based on the RFPC Policy.

Annotation for Official Policy Book	
Reason for Adoption	Council identified the preparation of a design and siting policy review for Radiocommunication Facility consultations as one of the Municipality's 2021-24 Strategic Priorities. The RFPC Policy provides the framework for the consultation process for proponent consultation applications for proposed radiocommunication facilities.
Notice of Intention to Adopt	Council - December 14, 2023
Date of First Notice at Council	Council - March 14, 2024 (2024-126)
Date of Second Notice at Council	Council - March 28, 2024 (2024-153)
Effective Date	March 28, 2024
I certify that this Policy was adopted by Council as indicated above.	
 _____ Pamela M. Myra, Municipal Clerk	April 10, 2024 _____ Date

Notice of Intention to Adopt – Council – December 14, 2023
 First Notice – Council - Council – March 14, 2024 (2024-126)
 Second Notice – Council – March 28, 2024 (2024-153)
 Effective Date: March 28, 2024



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of April 2025
Department of Parks and Recreation
Presented on May 12th, 2025

Administration and Operations

- Grants secured for 2025-2026 prior to April
 - \$8,594 for summer programming and staff wages
- Grants secured in April - \$13,300
 - Trans Canada Trail Grant for Park Staff - \$7,000
 - TD supported the Oakdene Park Community Garden - \$5,000
 - Valley Credit Union supported Oakden Park Community Garden - \$1,000
 - Kentville Lions Hall donated to Oakdene Park Community Garden - \$300
 - Blomidon Naturalists will be paying for pesticides in the Gorge this season, which was donated by the Mud Creek Rotary
- Special thank you to Mayor Zebian, Councilor Crowell and Dr. Erin Westby for participating in the ribbon cutting for the opening of the shade structure at the Kentville Skatepark on May 6. The Canadian Dermatology Association provided \$7,000 in maximum grant funding towards the build of the shade structure.
- Staff interviewed and hired an Environment Summer Student Lead. This role is 60% funded through a grant with the Clean Foundation and will be focused on Hemlock Conservation, Biodiversity Strategy and Bird Friendly Town. We are pleased to welcome Monet Streit as our summer lead, and she will be working alongside our Strategic Initiatives Coordinator.
- Staff completed Regional Emergency Management training, Pesticide Applicator Certification, and Accessibility Training through Sea Change CoLab.
- Staff facilitated planning sessions for summer staff training for the region.
- Staff are working alongside Parasport NS and regional partners to develop an Accessibility Physical Activity Training module. This new Accessible Leadership Training will give senior program leaders the ability to learn skills on how to adapt programming for people with physical, cognitive, and behavioral disabilities.

Facilities and Operations

- Hemlock Woolly Adelgid – Ravine and Gorge
 - The Strategic Initiatives Coordinator and Environment Summer Student Lead are leading the project for 2025-2026.
 - Tree tagging and tree measurements have started in the Gorge and Ravine
- Staff have partnered with Coastal Action regarding the installation of a rain garden in lower Oakdene Park - This is to both mitigate the groundwater issues in the space, and provide outdoor education around natural solutions to environmental concerns
- All Soccer and Baseball fields are open for use, with the Wildcats' home opener set to occur on Saturday, May 24 vs the Sydney Sooners
- Washrooms and facilities are all open throughout Memorial Park
- Pool project is on schedule and the facility is set to open to the public on July 1

Programs and Operations

- Staff met with Acadia's Community Development department to discuss the next phase of the Rec Connect events. Kentville partnered with Acadia in the Fall of 2024 to host the first Rec Connect event – this was developed to increase awareness of the depth of recreation employment opportunities in the sector.
- Environment Day – staff have been working closely with the Rotary Club to plan and expand the events of Environment Day – there will be three locations within Kentville- Miner's Marsh, Oakdene Park, and the Ravine. Activities will include guided marsh tours with content specific experts (bird tours, invasive species, plant identification, water ecosystems, etc), we will also have educational interactive workshops, water fall hikes, vendors, and the grand re-opening of the ravine trail system. The communication role out is underway. Stay tuned.
- Design and development of the summer program guide – all programming details from camps to summer events will be shared on May 1st.

Events that occurred in April:

- Kentville Home Show – April 25 – 27
 - Very successful Home Show – Thank you to Staff, Darwin Events, and a special thanks to Councilor Baker for volunteering his time with the event
- Oakdene Park Spring Fling – April 19
 - Featuring interactive games, crafts, storytelling and an egg scavenger hunt – providing an opportunity for children and families to engage in outdoor activities and celebrate Spring!
 - Trail, and we ended the day with a fire-building workshop, water boiling contest, and group reflection with smores.

Upcoming Events in May:

- Kentville Run Series – first annual Spike Family Fun Run – May 3rd
 - We want to highlight the participation of the NKEC grad committee, we appreciate their help in facilitating the water stations and other volunteer activities. Additionally, thank you to Valley Credit Union for setting up the post-race water and snack station
 - Thank you to Councilor Hamilton for volunteering at the event registration desk and handling out medals to participants
- The Arena is hosting 'Canada's Circus Spectacular' on the evening of Friday, May 16. This is a reoccurring event from 2024.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Craig Langille', written in a cursive style.

Craig Langille

Director of Parks and Recreation

Centennial Arena TOK2025

Meeting Date: May 12, 2025
Department: Parks and Recreation
Strategic Priority: Parks, Facilities & Parks

RECOMMENDATION

Staff recommend that Council consider two options: retrofit the current Centennial Arena in Option 3A for \$27,466,000 or build a new single pad arena in Option 4 for \$59,178,000 as outlined in the Conditions Assessment and Feasibility Study.

SUMMARY

The Centennial Arena has been in operation since 1967 and it needs financial investment to continue its operations. DSRA Consulting was hired in 2024 to complete a Conditions Assessment and Feasibility Study to determine if the current facility could be operated for the next 25 years. Addressing maintenance requirements promptly is crucial to prevent further deterioration and maintain a high-quality environment. If all recommended repairs are carried out as outlined, the Kentville Centennial Arena is expected to serve its intended purpose for the next twenty-five (25) to thirty (30) years, in accordance with standard building component lifecycles. Staff reviewed community surveys and several needs assessments and feasibility studies and are recommending either to retrofit the facility in Option 3A or build new in Option 4.

Option 3A:

Option 3A would retrofit the facility and meet 10/17 community needs that were listed in the Conditions Assessment and Feasibility Study. With this option, the facility would be expected to operate for 25-30 years. A few of the needs not met include:

- Second Ice Rink
- Parking
- Walking Track
- Additional Referee Room
- Indoor Pool - *not met in any option provided by DSRA Consulting*
- Weight/Fitness Room - *not met in any option provided by DSRA Consulting*
- Sport Courts - *not met in any option provided by DSRA Consulting*

Retrofitting is the cheaper option compared to building new and option 3A budgeted cost is \$27,466,000. With a retrofit plan, a closure of the facility for a season would be needed, unless work is being conducted throughout multiple off seasons. An offseason schedule would be difficult to accomplish with the number of projects required to complete the entire plan. Additionally, a retrofit requires more invasive work and therefore an increase in potential unknown repairs and expenses that may utilize the contingency sufficiently.

For example, older infrastructure could impact newer infrastructure and require additional repairs. If conducting work in each off-season, compared to a one-time closure, the project would be subject to increased cost, along with delays in opening. Also, there would be an impact to Town summer events during these construction periods.

There are grants available that would support retrofitting a facility with an emphasis on reducing Green House Gases. Retrofitting an existing building enables you to avoid new emissions from construction. The Green Municipal Fund requires work to be started and completed within three years, which could impact the project schedule.

By retrofitting, the facility would stay in the downtown core. This was identified in the study as a good location for residents, and our local businesses. The facility would continue to be a focal point for recreation in the Town's downtown.

Option 4:

Option 4 is a new build focusing on a single ice pad, walking track, and is a more flexible option. Council could choose the facility amenities that are needed, whereas in a retrofit we are limited by the current location. For new municipally owned recreation and sport facilities, the useful life is expected to average 41 years for single indoor ice arenas (Statistics Canada, 2022).

This design was estimated at a cost of \$59,178,000. It does not meet the following community needs listed in the Conditions Assessment and Feasibility Study:

- Second Ice Rink
- Indoor Pool - *not met in any option provided by DSRA Consulting*
- Weight/Fitness Room - *not met in any option provided by DSRA Consulting*
- Sport Courts - *not met in any option provided by DSRA Consulting*

If building a new facility at a new location is the desire of council, there is a potential to keep the existing Centennial Arena operating until the opening of the new arena, to ensure there is no displacing of users. Depending on the timeline for opening of option 4, improvements will still be required to operate the old facility. This option would solve concerns that were raised in the studies and surveys, such as the expanded parking, walking track, and additional referee rooms. Building a new facility was identified as a preference in Regional Needs Assessment, Conditions Assessment and Feasibility Study, and the Arena Survey.

If Council were to consider options 1B, 2B, or 3B (new builds on existing location), this would require an extended closure. Within all studies, the Regional Recreation Centre is consistently identified as a need for the community.

BACKGROUND

Establishment in 1967, Centennial Arena is a landmark that has impacted generations of residents. The arena stands as a testament to the enduring spirit of our community. Beyond its function as a sports facility, the arena has served as a gathering place for cultural events, fundraisers, and community initiatives.

The Centennial Arena has surpassed its life cycle and requires investment to maintain operations. Of the 65 hours of prime-time ice hours available during the season, 93.1% were booked in 2024. In addition to existing ice rentals by team sports organizations, there is also interest in increased public programming. We can conclude that Kentville Centennial Arena is close to its usage capacity during prime time, and it is a desirable recreational resource in the community and region.

In 2024, the Town of Kentville hired DSRA Consulting to conduct a Conditions Assessment and Feasibility Study for the Centennial Arena. The goal was to determine whether the current facility can be maintained for the next 25 years, or if the Town should focus on a new facility to meet current community needs and accessibility requirements.

Three key questions were asked to determine a direction forward with the arena:

1. What level of financial investment will be required to keep this facility in sound operating condition until approximately 2049, while still meeting 'Access by Design 2030' facility accessibility standards from the Province of Nova Scotia?
 - a. Through the final report submitted by DSRA Consulting, it was determined that the minimum investment into the current facility would be \$16,740,096 to keep it operating for 25 years. If additions to the current structure are requested, then budgeted costs would be upwards of \$27,676,896.
2. Is the current facility suitable for the current and future recreation needs of the Town of Kentville? What is necessary to meet these needs?
 - a. The current location does not meet all the community needs that were documented from the community survey in the conditions assessment and feasibility study.
 - i. Option 1 would only solve the accessibility upgrades and required updates.
 - ii. Option 2 and 3 would meet 10 of 17 community needs
 - b. The facility is operating at 93.1% of prime-time bookings filled and stakeholders have suggested that an additional ice surface is needed in the region.
3. Would the financial investment into the existing Centennial Arena be comparable in investment to the cost of building a new arena that would have similar building systems?
 - a. Retrofitting the current facility would range from \$16,740,096 - \$27,676,896
 - b. Building a new arena or twin pad ranges from \$32,655,896 – 79,000,000 depending on the needs met
 - c. These are budgetary values and the cost to build new or retrofit may exceed the design, pricing and construction contingencies embedded in the construction budget (16% retrofit and 20% new build). Furthermore, inflation and tariffs could have potential impact on the budgetary value.

The final report submitted by the consultants had prioritized five different options for replacing/renovating the current arena:

1. Option 1
 - a. Renovations to existing arena - \$16,740,096
 - b. New build arena with same amenities and size on existing location - \$32,655,896
 - c. Meets only accessibility needs from community needs list
2. Option 2
 - a. Renovations with front addition and seating upgrades - \$22,737,696
 - b. New build with multifunction room and seating upgrades on existing location - \$35,203,896
 - c. Meets 10 of 17 community needs listed in the Conditions Assessment and Feasibility Study
3. Option 3
 - a. Renovations with upgrades and NHL size rink - \$27,676,896
 - b. New build arena with upgrades including NHL size arena on existing location - \$37,446,136
 - c. Meets 10 of 17 community needs listed in the Conditions Assessment and Feasibility Study
4. Option 4 – New build arena and community room at a new location - \$59,178,000
 - a. Meets 13 of 17 community needs without a second ice rink, indoor pool, fitness room, and sport courts
5. Option 5 – New build with twin pad arena - \$79,000,000
 - a. Meets 14 of 17 community needs without indoor pool, fitness room, and sport courts

Needs from community in the Conditions Assessment and Feasibility Study (17 Total):

1. Multipurpose Facility – 79% of survey responses have mentioned interest
2. Second Ice Rink – prime time ice capacity
3. Parking – lack of spaces
4. Accessibility – Access by Design 2030
5. Improved Seating – seats not benches
6. Larger/More dressing rooms
7. Larger Washrooms – 48.3% of respondents are unsatisfied
8. Multi-use Room – from the list of frequently suggested additional spaces that can supplement existing amenities
9. Warm Up Space - from the list of frequently suggested additional spaces that can supplement existing amenities
10. Walking Track - from the list of frequently suggested additional spaces that can supplement existing amenities
11. Larger Entrance Vestibule - from the list of frequently suggested additional spaces that can supplement existing amenities
12. Canteen Seating - from the list of frequently suggested additional spaces that can supplement existing amenities
13. Improved Kitchen - from the list of frequently suggested additional spaces that can supplement existing amenities

14. Additional referee room - from the list of frequently suggested additional spaces that can supplement existing amenities
15. Indoor Pool - one of top 5 indoor recreation spaces desired in Kentville
16. Weight/fitness room - one of top 5 indoor recreation spaces desired in Kentville
17. Sports Courts – one of top 5 indoor recreation spaces desired in Kentville

Facility Condition Index (FCI) Computation:

In the Conditions Assessment and Feasibility Study, the FCI was calculated for the building over a 10-year projection. This index serves as a comparative measure of the facility's relative condition. With a (FCI) of 8.53%, Kentville Centennial Arena has been categorized as being in Fair Condition. This rating suggests a moderate level of upgrades, maintenance, repairs, and replacements of specific building elements. Several components have surpassed their expected service life and now demand immediate attention. Despite the relatively low FCI, the necessity for upcoming maintenance and repairs in 2025, 2027 and 2028, with the FCI expected to rise to 40.32% (Critical), 18.62% (Poor) and 12.31% (Poor) respectively. This signifies a potential decline if left unaddressed.

Addressing upcoming maintenance requirements promptly is crucial to prevent further deterioration and maintain a high-quality environment for building occupants and visitors. While specific building elements necessitate immediate attention, Kentville Centennial Arena is expected to effectively serve its intended purpose for the next twenty-five (25) to thirty (30) years, in accordance with standard building component lifecycles if all recommended repairs are carried out as outlined by the consultants. By adhering to the recommendations outlined within this report, the building can be sustainably preserved, ensuring its longevity, and sustained functional efficacy for the years to come. It is imperative to incorporate the lifecycle events outlined in this report and uphold a consistent regime of proactive maintenance practices.

DISCUSSION

Staff reviewed five separate reports/surveys in the development of the Centennial Arena staff report, which include:

1. 2024 - Conditions Assessment and Feasibility Study – DSRA
2. 2024 - Arena Survey and Engagement Session
3. 2022 - Kings County Regional Recreation Centre Feasibility Study Report
4. 2022 - Energy Audit Report for Centennial Arena
5. 2019 - Kings Regional Recreation Needs Assessment

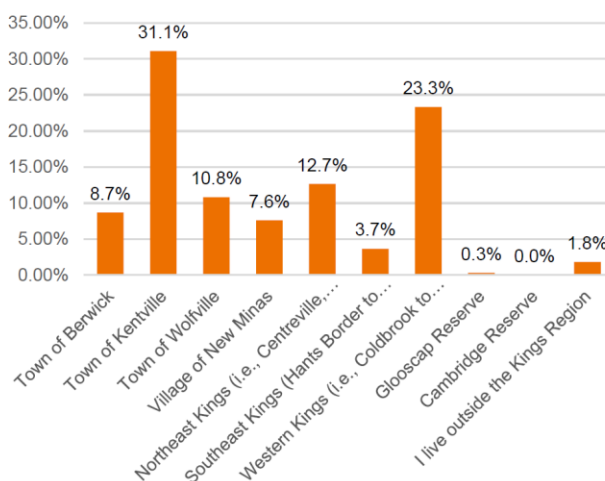
2019 Kings Regional Recreation Needs Assessment

In the community survey section of the study, it was noted that for facilities in the region, the Centennial Arena was ranked 5th among frequent users:

1. Kings Regional Municipal Trails/Bikeways – 49.8%
2. Kings Region Municipal Parks – 38.2%
3. Kings Region Libraries – 32.9%
4. Acadia Athletics Complex – 26.7%
5. Kentville Centennial Arena 17.2%

The Town of Kentville had the highest percentage of survey respondents at 31.1% of the ten municipalities/communities listed (graph below).

Figure 7-8 Location of Residence, Community Survey Respondents, 2019



The community survey inquired on “Facility Development Priorities” with the highest priority being a multipurpose facility, while the second highest priority being single purpose facility (arena, pool, library).

Recommendation relating to facilities from Kings Regional Recreation Needs Assessment: Recreation stakeholders and community members cited access to facilities, aging facilities, and the suitability of facilities for contemporary interests as critical issues for the region. They cited rehabilitation of existing facilities, consolidation of facilities, and development of regional multi-purpose facility as potential responses.

2022 Kings County Regional Recreation Centre Feasibility Study

Below are a few needs listed within the study that are relatable to an arena:

- Community stakeholders identified the need for 200’ x 85’ sized ice surfaces along with the need for more capacity during prime-time hours.
- There is no prime-time capacity left according to users.
- Additional changing rooms to accommodate increasing demand among all players, including women’s teams.
- The community felt that there are capacity limitations with existing ice pads and expressed a desire for a new NHL size surface(s) with tournament hosting capabilities, modern changeroom facilities, and increased capacity for sports other than hockey.

Growing use will require increased seating – seating estimates discussed: 750 to 1000 for one feature rink would be ideal 500 to 750 for one feature rink would be acceptable
Sufficient parking is important.

2024 Arena Survey and Engagement Session

Council directed staff to gather feedback regarding the options provided and which option best suits the community needs. Staff held an in-person engagement session and online survey to gather feedback on the options provided. Based on the results (196 respondents), 72% of respondents stated the desire for building a new facility at a new location with over 50% of total respondents believing a twin pad arena is the solution.

Key findings from the survey:

- 72% of responses stated the need for building a new facility
- Majority of responses echoed the need for additional amenities to be included with the arena, which many are included in the prospect of a Regional Recreation Centre
- Over 50% of respondents believe there is a need for twin pad arena at a new location
- 34/196 respondents thought that renovations would be the best direction
- If the Town renovates the current facility, we would be unable to achieve the two highest priorities from this community survey in a walking track and expanded parking.

2024 Conditions Assessment and Feasibility Study – DSRA Consulting

Stakeholder Engagement

DSRA conducted a stakeholder engagement session with three of the primary users of the Kentville Centennial Arena: (1) Valley Wild Minor Hockey; (2) Kentville Silver Gliders Skating Club; (3) Acadia Minor Hockey.

It was identified that the facility is important to the community and a closure due to renovations would result in significant displacement of our primary user groups. Other key items identified in the stakeholder engagement:

- Location of facility is ideal but some concerns of getting to location from highway
- Parking is a common issue, not enough spaces to accommodate and families need to get “creative” to find space
- To host larger events, they insisted on more dressing rooms, padded seating, and a seating capacity of 1,000.
- Additional wants were off-ice training and multi-use spaces

Facility Related Barriers

Parking (14.1%): Not enough parking. These responses mentioned that there was not enough parking to support the programming, especially during back-to-back bookings. Those that work at businesses nearby also use the parking lot, even if they do not use the rink.

The arena is old and needs upgrades (7.6%): Responses in this category generally referred to the aging condition of the facility. Common complaints: too cold in the arena and in the dressing rooms, a want for individual seats instead of bleacher seating, dirty and deteriorated facilities, general feeling that the arena is dated with a want for modernization.

Additional or New Amenities

Respondents were asked if they felt additional/new amenities are needed at the Kentville Centennial Arena. 35% of respondents answered No, while 65% answered Yes.

The following is a list of frequently suggested **additional spaces** that can supplement existing amenities, collected from respondents' comments:

- Multi-use room (suitable for meetings, community spaces, social events)
- Improved Seating
- Warm-up/Dry floor space
- Larger entrance area for crowds during events
- Walking track
- Accessible water-filling station
- Canteen seating
- Referee room
- Additional recreation options: basketball courts, gym/fitness spaces, swimming

As a follow-up question, they were asked if they thought a new ice rink facility, or a new recreational facility is needed in Kentville.

Yes – a new ice rink facility 8.4%

Yes – a new recreational facility 20%

Yes – both a new ice rink facility and a new recreational facility 59%

No - 12.6%

Community Survey Summary

Overall, 82.4% of survey respondents believe that improvements and upgrades to Kentville Centennial Arena's existing amenities are necessary. 65% believe that additional amenities should be added to the facility. Some respondents are interested in an expanded facility with a second ice surface, while other respondents are keen for a more flexible multi-use sportsplex with an increased variety of amenities and recreation options.

Respondents are interested in a facility that not only focuses on team sports, but also accommodates a larger range of public users, such as family use and individual fitness/recreation needs. It is important that the facility be upgraded to meet accessibility standards.

IMPACT ON STRATEGIC PRIORITIES

The Centennial Arena is a staple in the community and it is utilized to near capacity. Without the facility, there would be a gap in offerings in the region due to the lack of capacity in other facilities. The Regional Recreation Centre discussion would have an effect

on the strategic priorities going forward along with arena, if the twin pad arena is included in the Regional Recreation Centre.

RELATED INFORMATION

2024 - Conditions Assessment and Feasibility Study – DSRA

2024 - Arena Survey and Engagement Session

2022 - Kings County Regional Recreation Centre Feasibility Study Report

2022 - Energy Audit Report for Centennial Arena

2019 - Kings Regional Recreation Needs Assessment

2022 - *Average expected useful life of new municipally owned culture, recreation and sport facilities, by urban and rural, and population size, Infrastructure Canada;*

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3410018301>

BUDGET IMPLICATIONS

In the 2024-2025 operating budget, the Town of Kentville allocated \$415,500 in expenses towards the operating of the Centennial Arena. \$293,000 was allocated to the budget for revenue generation, which accounts for a deficit of \$106,500 annually. The Town receives \$50,000 annually from the Municipality of the County of Kings to support youth programming, pools, outdoor facilities, and arenas. \$16,000 of those funds are allocated towards the operations of the centennial arena to bring the deficit to \$90,500 (106,500-16,000).

Town Council approved \$406,600 towards the Capital Budget for 2025-2026, to rectify health and safety concerns and necessary equipment needed to continue operations.

There are two grants that focus on greenhouse gas reduction, accessibility improvements and safety improvements that would support the building of a new facility or retrofitting of a recreation facility. The Green and Inclusive Community Buildings Program is for eligible retrofits that must include green retrofit measures, and where applicable must include measures that increase the overall accessibility and/or safety of the building. This grant can be applied to new build projects if the construction fills a missing, or distinct gap in the service requirement of high needs communities where critical community infrastructure is lacking.

Additionally, the Federation of Canadian Municipalities' Community Buildings Retrofit initiative is delivered through our Green Municipal Fund and funded by the Government of Canada. The grant supports local governments and not-for-profit organizations in retrofitting community buildings to improve energy performance, lower operating and maintenance costs, and transition to cleaner energy solutions over time. The maximum award is \$10M per project with up to 25% (\$2.5M) as a grant and the remainder as a loan (\$7.5M). Work would need to be completed within three years. In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption.

The debt obligation would be significant with or without grants requiring funding partnerships with Federal, Provincial, Municipal, and community groups. Based on the project estimates debt would be no less than \$14.2M (\$16.7M - \$2.5M) and no more than \$55.678M (\$59.178M-\$2.5M).

Town of Kentville

Office of the Chief of Police

March 2025



Administration	Time	February 2025	March 2025
	Plate queries	827	1437
	Training hours	200	120
	Veh. Cks 11's	147	180
	SOT Tickets	33	44
	Foot Patrol Hours	145	143
	CC Charges	20	32
	Calls for service	250	301
Training	<ul style="list-style-type: none"> • Hate Equity Diversity and Inclusion-Staff • IPV-2 • SFST-2 		
Meetings	<ul style="list-style-type: none"> • Municipal Chief's Meetings • Executive Leadership Meetings • Meeting with BoPC Chair • Turin Special Olympic Games • MHCR VR Training • World Down Syndrome Day • Capital Budget Meetings 		
CCN	<ul style="list-style-type: none"> • Attended 19 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court • Attended 10 Community Events • Received 5 referrals from KPS members/other Agencies • 16 meetings with clients • Attended 19 other calls and attended members • 12 other activities, i.e. Co-op students final report, Lunch and Learn 		

Policing Standards	<ul style="list-style-type: none"> • 23 of the standards have been reviewed and meet the criteria. The review is ongoing.
Staffing	<ul style="list-style-type: none"> • CCN Vacancy



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

May 12, 2025

Programs and Operations

- **Kentville Water Commission:** We are working on Capital & Operating Budgets with KWC, PW and the Engineering team on critical water infrastructure that needs to be upgraded in the next 5 years. We will present this to the Water Commission at our next meeting. This will assist the Rate Study consultant complete the rate study that we expect to go before the NS Utility and Review Board this Fall.
It is planned to continue the meter replacement program that we started last year which not only has greatly increased meter reading efficiency, but the increased accuracy also translates to less lost / unmetered water and increased revenue from metered sales.
- **Sanitary Sewer Area Service:** There were no direct operational issues with the Kentville Sanitary Sewer Service in April although we do want to remind everyone that “disposable wipes” need to go in the garbage and not flushed down the toilet; there was a sewer main backup on West Main Street as a result of a build-up of these non-compostable, non-flushable wipes.
As most folks are aware, the Regional Sewage Treatment Plant has experienced odours again this year. The Kings County Engineering and Public Works staff along with their consultants have been working to remedy the situation. It appears as the odour has dissipated considerably due to a combination of their efforts and the stabilization of the spring temperatures and regular “biological turn-over” of the plant.
- **Traffic Authority:** We continue to get calls from residents who are concerned with traffic speed in subdivisions and the safety of pedestrians and children playing close to the road. Other than a School Zone, that reduces to 30 km/h in a 50 zone when children are present, the speed limit on local roads is 50 km/h whether it is posted or not. Even though the local or subdivision roads in Kentville are ours, the Province sets the lowest enforceable speed limit at 50 km/h. We are investigating if we can lower local street limits to 40 km/h with the Provincial Traffic Authority. We are also reviewing methods

to improve traffic calming, converting some key intersections to 3 or 4 way stops where possible, and the use of speed “humps” on long stretches of road where excess speed is an issue.

Projects

- **Paving Projects:** Three key areas in Town have recently received full pavement upgrades beyond our regular spring patch paving program. Now that these sections are complete patch paving on the downtown streets will begin expanding out to secondary roads in the weeks following.
- **Street Cleaning & Line Painting:** We have had a late start to our regular spring street cleaning and line painting. Our 2009 Street Sweeper has been in the shop for repairs and it looked like it was going to be “put to pasture” as a computer board that controlled the transmission had failed and a replacement was not sourceable due to its age. A local truck repair shop came through late last week with a compatible board and as of the writing of this report, it looks like we will get one last season out of the sweeper. Once some of the winter sand & gravel is swept up, Public Works crews and the contracted line painting truck can begin the annual line painting throughout Town.
- **Capital Projects:** Following the approval of the Capital budget, the Engineering and Public Works team have been busy ordering equipment, materials and managing the start of several large Capital Construction projects.
- **RECOMMENDATION: Storm Water Management Master Plan:** Following the presentation to Council at a special meeting on April 15th, we want to make a formal recommendation tonight at Council Advisory Committee for Council to accept the report from Dillon Consulting Limited as presented that night.

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

- Weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- Operation Budget Meeting with Senior Leadership
- April 1st, 8th Regional Sewer Committee
- April 15th Storm Water Masterplan – Special Council Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville
CAO Report to Council Advisory Committee
For the Month of April 2025
Presented on May 12, 2025

Chief Administrative Officer

Meetings

- April 1 - Senior Leadership Team
- April 1 - Regional Sewer Technical Committee
- April 10 - IMSA CAO Committee
- April 14 - VREN Liaison Oversight Committee
- April 14 - Mayor
- April 14 - Pension Presentation
- April 14 - CAC Committee
- April 15 - Senior Leadership Team
- April 15 - Mayor and Public Works re Stormwater study
- April 15 - IMSA CAO Committee
- April 15 - Special Council - Stormwater Study
- April 16 - Investment Committee
- April 16 - IMSA Board
- April 23 - Visit to Lions Club
- April 24 - Valley REN Marketing Levy Presentation
- April 24 - CAOs Berwick and Wolfville re HR Study
- April 28 - Mayor
- April 28 - Public Hearing
- April 28 - Council
- April 29 - Senior Leadership
- April 30 - CAO Kings

Areas of focus

- Reviewing CAO applications
- Capital Budget
- Accessibility Committee Issues
- Reviewing responses to HR Assessment RFP

- IMSA Governance and funding
- Stormwater study
- Remuneration issues
- Kings County/Kentville sanitary sewer
- Operating budget

Deputy Clerk

- Supported interviews for the Environmental Summer Student Lead position, for the Hemlock Conservation project
- Supported the Environment Task Team meeting and discussions for mapping workshop on May 7. Planning with the Climate Coordinator and the Strategic Initiatives Coordinator
- Starting the Foundations of Belonging course, to respect the Accessibility Action Plan and Equity and Belonging Plan
- Supported the Board of Police Commissioners meeting, May 24
- Participated in the Spring NSFM conference with two councillors.
- Review and revisions of the draft Meetings Policy, for May CAC
- Committee management for new committees (PAC and Equity and Belonging Committee) and existing committee (Heritage).
- Support of the draft Biodiversity Strategy community engagement
- Completed significant FOIPOP application request

Strategic Initiatives

- Took on a new project – Hemlock Conservation Project
- On-boarded new staff, Monet Streit (she/they), the Environmental Summer Student Lead.
- Began Hemlock Conservation Project work in the Gorge and Ravine.
- Coordinated the new Municipal NS Staff working group on Hemlock Woolly Adelgid (HWA).
- Attended the Maritime Monthly – HWA Working Group Meeting.
- Met with provincial staff from Environment and Climate Change to confirm Field Maps for Hemlock Conservation.
- Met with staff from Truro to discuss Arborist Contracts to complete specific areas of the Ravine, given the steep slopes and need for ropes certified operators.
- Attended Department of Emergency Management – Community Evacuation Workshop.
- Worked with staff team to prepare Community Safe Sharp Bins.
- Met with the Kentville Bird Team to organized World Migratory Bird Day, happening May 10th in the at Miners Marsh.

- Completed a site visit with Coastal Action to confirm the location for a installation of a demonstration Rain Garden in Oakden Park.
- Planning support for the Environment Task Team meeting and discussions for mapping workshop on May 7. Planning with the Climate Coordinator and the Strategic Initiatives Coordinator

Grants:

- **Successful application to the Local Leadership for Climate Action grant (Federation of Canadian Municipalities) for Climate Plans and Processes project.**
- Submitted a grant to the Sustainable Community Challenge Fund to support the Stormwater Management Master Plan.
- Submitted an Expression of Interested to the Provincial Low Carbon Communities Fund to support the Design Plan for the combined Community Recreation Centre and Town Hall.
-

Hemlock Conservation Project Report TOK202540

Meeting Date: May 12th, 2025
Department: Administration, Parks and Recreation

RECOMMENDATION

This report is provided for information only; there is no recommendation at this time.

SUMMARY

The Town of Kentville is actively involved in the work to conserve Eastern Hemlock Trees in Nova Scotia. Hemlock trees in Kentville are becoming increasingly infected with Hemlock Woolly Adelgid (HWA), a harmful invasive insect that quickly spreads and kills Eastern Hemlock trees. This report provides Council with an overview of the project, Hemlock Woolly Adelgid and shares information on how to get involved to support the conservation efforts.

BACKGROUND

In Nova Scotia, HWA was first discovered in Yarmouth County in 2017 (Nova Scotia Nature Trust, 2024) and was detected in Gorge Park in April 2022. The Town of Kentville then started early conversations regarding the impact of Hemlock Woolly Adelgid (HWA) and how to treat it. To learn more about HWA, please refer to the infographic provided with this report.



Photo description: This photo (left) was taken on April 30th, 2025 and shows a heavily infected tree along the Ravine trail. Up to 300 eggs can be in each individual white sack seen in the photo.

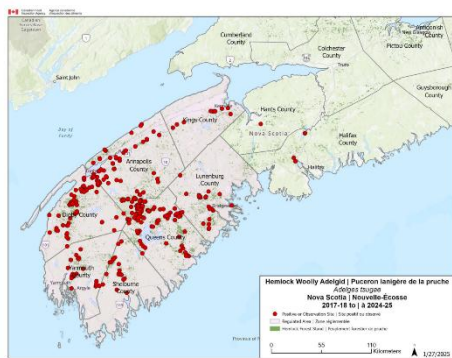
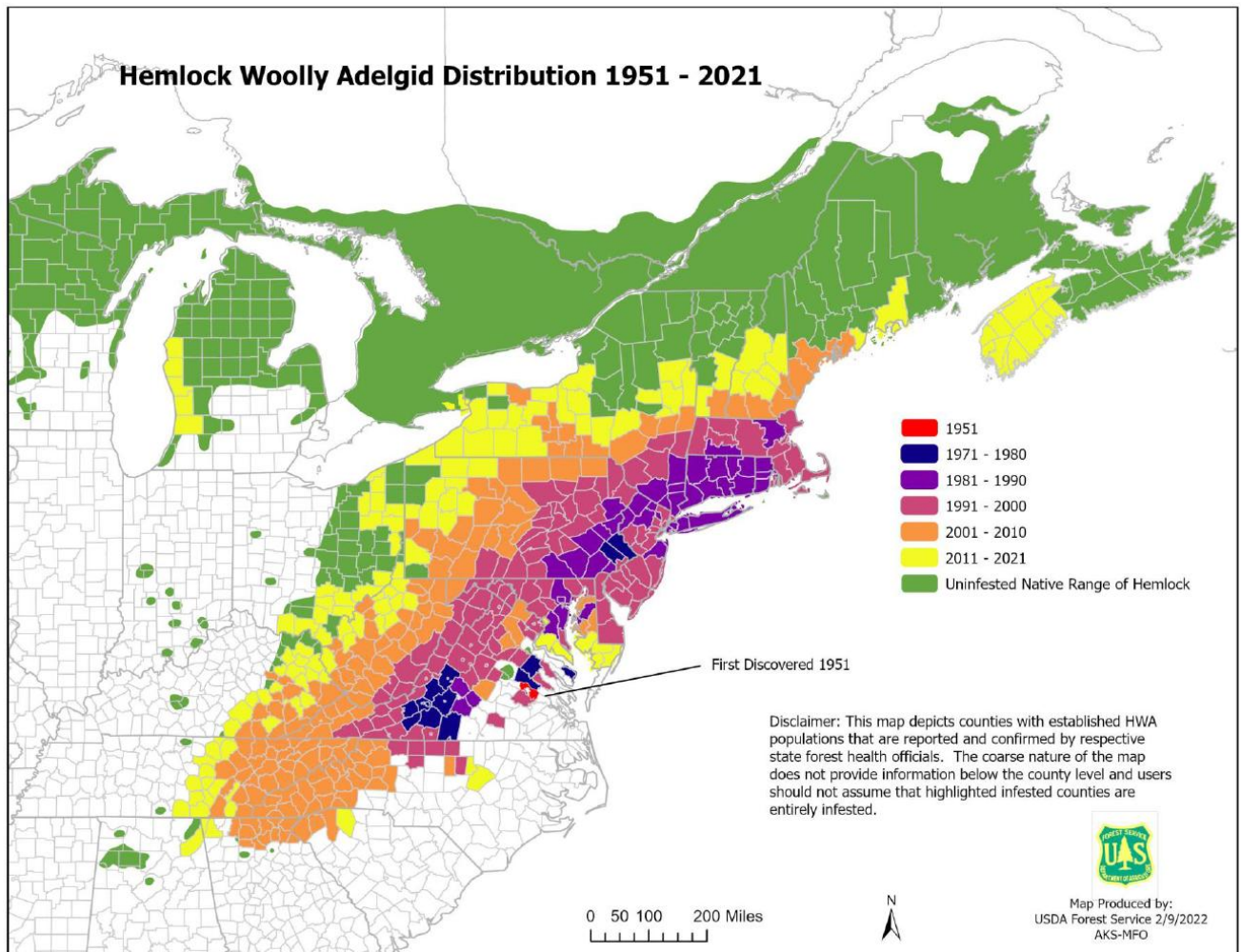


Photo description: This photo (left) highlights the rapid spread of HWA in Nova Scotia. Municipalities in the Northern parts of the province are preparing for HWA.



The map above provides a visual example of how HWA has moved since it was first discovered in 1951. Kentville is in a critical location to protect not only the Hemlock Trees within our community but also participate in extensive work to stop the spread of HWA into uninfested Native Range of Hemlock trees, as noted in green on the map.

Throughout the spread of HWA in the United States, extensive research has been done on the cost of tree removal compared to tree treatment. At this time, treating and maintaining Hemlock tree stands is more cost-effective.

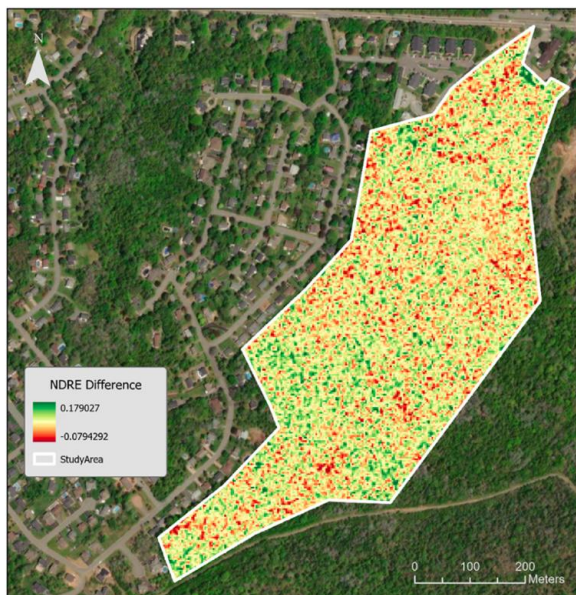


Figure 4 Map of the NDRE difference between 2024 and 2021 NDRE showing gain in green and loss in red. Map created on 11 July 2024 by Catherine Potvin in Halifax, NS.

Photo description (left): Highlights the tree canopy loss in the Gorge since 2021.

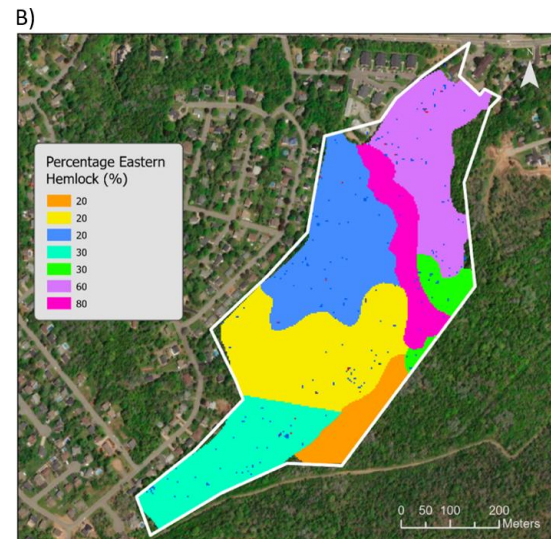


Figure 5 Map of the reclassify difference NDRE displaying 1 to 3 negative standard deviation (A). One negative SD is in blue, 2 negative SD is in red and 3 negative SD is in black. The other map represents the percentage of trees identified as Eastern Hemlock within their zones (B). Data collected from NS Forestry Inventory 2012. Map created on 11 July 2024 by Catherine Potvin in Halifax, NS.

Photo description (right): The map above notes that sections of the Gorge have up to 80% hemlock trees in (dark pink) and 60% hemlock trees (light purple) within the forest typography.

The Ravine and Gorge Parks are at high risk of losing the existing hemlock trees. Losing large stands of Hemlock trees would significantly impact the forest and soil and increase sediment entering neighbouring communities during flood events. Therefore, Town staff have prioritized this project and secured funding to create the full-time Environmental Summer Student Lead position. Monet Streit has filled the role, helping coordinate and support the work of the Hemlock Conservation Project and Bird Friendly Town Certification.

Research is being done to determine the ability to reduce HWA using predatory beetles as a biocontrol method. In the meantime, the Town of Kentville is following the Lead of the Province of Nova Scotia, Medway Community Forest Cooperative, and the work to address the issue by the Federal Government at Kejimikujik National Park, as well as support from the experts within the Blomidon Naturalist Society. All are using and suggesting available pesticide solutions to protect existing hemlock stands as quickly as possible.

In 2024, with the support of dedicated volunteers, the Town treated nearly 1,500 trees in the Gorge and helped protect them from invasive HWA. However, there is much more work to be done. Staff are seeking more volunteer support for the Hemlock Conservation Project.

Council can help by directing interested community members to complete the [Hemlock Conservation Sign-Up Form](#). Even one day of volunteering would go a long way in helping the project.

Hemlock Conservation Season dates 2025:

- May – July 2025
- Mainly Monday to Friday, with some weekend dates available.

Volunteer work opportunities:

- Tree measuring
- Data collection
- Tree marking (tags not spray paint)
- Injections
- Spraying

IMPORTANT DATES OR BENCHMARKS

- April to June, spring HWA generation
- September to October, fall HWA generation

JURISTICTIONAL SCANS

Municipalities across Nova Scotia are taking action to conserve Eastern Hemlock Trees in their Parks, waterways and soil. Kentville staff are working closely with the following municipalities to complete projects and learn from each unique municipal experience:

- Halifax Regional Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Chester
- Town of Truro
- Town of Wolfville
- Village of New Minas

Kentville staff have begun early conversations with the Municipality of Kings County. The County is at the early stages of considering taking on Eastern Hemlock Conservation Projects.

POLICY IMPLICATIONS

This project aligns with the proposed Pesticide By-law provided in the May 12th Council Advisory Committee Meeting Package.

BUDGET IMPLICATIONS

The 2025-2026 operational budget provides for the operational costs of the hemlock conservation project.

Kentville Ravine Funding

The Federal Government, through the Agricultural Research Station, is prepared to support the purchase of Pesticides to treat the Kentville Ravine Park. At this stage, the Town of Kentville is responsible for operational costs. Staff remain in conversation with the Research Station.

The Gorge

The Town has confirmed funding support from the Blomidon Naturalist Society, which has partnered with the Mud Creek Rotary to support Hemlock Conservation Projects.

HEMLOCK WOOLLY ADELGID

An Invasive Species Threatening Hemlock Trees in Eastern Canada



Ron Neville, CFIA

What is it?	Where is it?	Trees at risk
<p>Hemlock woolly adelgid (<i>Adelges tsugae</i>) is a non-native, tiny (less than 1.5 mm), aphid-like insect that attacks and kills hemlock trees.</p> <p>Hemlock woolly adelgid (HWA) attaches to the branch and feeds at the base of needles extracting nutrients and sap.</p>	<p>Hemlock woolly adelgid was first introduced into Virginia in the early 1900s. Its range has expanded and HWA can now be found from Georgia to coastal Maine and southwestern Nova Scotia. First detected in 2013, HWA has become established in some parts of Ontario.</p> <p>A native, genetically different population of hemlock woolly adelgid exists in western North America but damage to western hemlock (<i>Tsuga heterophylla</i>) has been minor due to the presence of natural enemies and host resistance.</p>	<p>Eastern hemlock (<i>Tsuga canadensis</i>) is the only native host of HWA in eastern Canada and is a foundation species in many forests.</p> <p>Ornamental hemlock may also be at risk.</p>

Signs and Symptoms:

Early infestation



Erin Appleton, CFIA

- White “woolly” sacs at the base of hemlock needles on current-year twigs
- Premature bud and shoot dieback
- Premature needle loss
- Thinner, greyish-green crown
- Dieback of twigs and branches
- Discolouration of foliage
- Death in as little as 4-15 years

Impacts:

Late infestation



Ron Neville, CFIA

- Increased erosion and sedimentation
- Loss of winter cover for deer, moose and birds
- Reduced shading of streams may impact fish and other aquatic organisms
- Reduction in food source for forest animals
- Increased heating and cooling costs in residential areas
- Reduced value of residential properties
- Reduced hemlock for construction and other applications

How is hemlock woolly adelgid spread?

- Crawlers (young nymphs) can be spread by wind, birds, deer and other forest-dwelling animals
- Movement of nursery stock, firewood, logs and other wood products



Detecting hemlock woolly adelgid

Life Cycle Features



- All individuals are female and reproduce asexually
- Two generations per year, spring and winter
- Crawlers are the only mobile stage
- Once nymphs begin to feed they are immobile. At this stage, they are flat, black, oval shaped with a halo of white woolly wax
- Unlike most insects, adelgids are dormant during the growing season
- In the fall, the adelgids begin feeding, develop into adults, and lay eggs in masses covered by white woolly ovisacs

What to Look For



- Examine the underside of branches, closest to the tips for white woolly sacs which are visible from November to May becoming more prominent later in the winter (March to May) as ovisacs develop
- HWA's woolly sacs are permanently attached to the twig, at the base of the needle (not the needle itself) and are waxy
- Hemlock branches found on the ground provide an opportunity to see what is happening higher in the tree
- Check hemlock bark for signs of wool after spring rain storms
- Prioritize trees beside lakes or streams, areas near bird feeders, or where nursery stock has been planted

What can you do?

- Closely monitor hemlock stands for HWA
 - » Focus monitoring in riparian areas or in areas where nursery stock has been planted
- Promote the health of your hemlock trees to improve resilience to HWA and other pests
 - » Avoid compacting soil around hemlocks, be careful not to wound trees, and water trees during dry spells
- Don't hang bird feeders in or near hemlock trees
- Buy hemlock trees locally or ask suppliers where trees are from; inspect trees carefully when purchasing
- Buy firewood sourced from local forests
- Consult with your local tree care professional to determine what treatment options are available
- Report any suspected sightings

If you see signs and symptoms of hemlock woolly adelgid, report the sightings to:

- The Canadian Food Inspection Agency (CFIA)
www.inspection.gc.ca/pests
- EDDMapS
www.eddmaps.org/

For more information on hemlock woolly adelgid, visit:

- Invasive Species Centre
www.invasivespeciescentre.ca/



Produced in collaboration with:



Canada



May 12th, 2025

RE: Low Carbon Communities Fund (LCC)

Strategic Initiatives Coordinator
Alisha Christie
354 Main Street
Kentville, NS
B4N 1K6

achristie@kentville.ca

Through the support of the Clean Foundation, staff have identified the Province of Nova Scotia's Low Carbon Communities funding opportunity to support the design plan and community engagement for the combined Community Recreation Centre and Town Hall renovations to include both an accessibility and energy-efficient retrofit.

This design plan is the first step in achieving the Provincially mandated [Access by Design](#) 2030, which requires all public and community spaces to be accessible by 2030. The funding would support the cost of community engagement and the design plan for the combined Community Recreation Centre and Town Hall. Such a plan is required to obtain future construction or renovation funding.

Staff will submit a complete application by May 20th, 2025. Funding is expected to be awarded by Fall 2025.

In 2026, staff plan to submit to the Low Carbon Communities fund to support the Arena retrofit or new build once a decision has been made regarding the facility's direction.

Alisha Christie,

Strategic Initiatives Coordinator
Town of Kentville



CAO Jeff Lawrence
354 Main Street
Kentville, NS
B4N 1K6

cao@kentville.ca

May 12, 2025

RE: Revised Meetings Policy Report

After consideration and revision of the Committees of Council Policy, staff reviewed Policy Statement G70 Meetings Policy and found that it needed a complete revision to reflect best practices for description of roles, remote participation, agenda preparation, package preparation and timelines for preparation. Using policies from Amherst, Colchester, East Hants, West Hants and Wolfville, staff have created a new policy that better reflects these issues.

Staff recommend

That Council approve the attached Policy Statement G84 Meetings Policy.

Interim CAO Kevin Matheson

DRAFT

TOWN OF KENTVILLE POLICY STATEMENT G83 MEETINGS AND PROCEDURES



Purpose

- 1.0 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation. Authority to enact this policy is under Section 23(1)(a) and (b) of the Municipal Government Act ("The Act"). The rules of order set out in this policy shall apply to all Town committees and commissions.

Definitions

- 2.0 In this Policy, unless the context otherwise requires,
- 2.1 "Business day(s)" means a day when the Town of Kentville office is open for business;
- 2.2 "Chair" means the presiding officer;
- 2.3 "Council" means the Council of the Town of Kentville;
- 2.4 "Council Member(s)" include(s) the Mayor unless the context indicates otherwise;
- 2.5 "Majority" means more than one half of those present, unless the context indicates otherwise.
- 2.6 "Meeting" refers to a Council or a Council Advisory Committee meeting
- 2.7 "Consent Agenda" means routine items or non -controversial items that are listed under the Consent Agenda section of the Agenda.

Location and Attendance

- 3.0 Regular meetings of Council shall be held in Council Chambers, 354 Main Street, Kentville on the last Monday of every month except August commencing at 6:00 PM. When the elevator in Town Hall is not in working order, staff will move the meeting to the most appropriate location with appropriate technology.
- 4.0 Regular meetings of Council Advisory Committee shall be held: in Council Chambers, 354 Main Street, Kentville on the second Monday of every month except August commencing at 6:00 PM. When the elevator in Town Hall is not in working order, staff will move the meeting to the most appropriate location with appropriate technology.

- 5.0 The Chair may adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or when the adjournment time has been reached, except when it is extended by unanimous consent.
- 6.0 Council members must attend meetings in person, or if requested in advance to the Clerk, for a valid reason, one or more Council members may appear at a meeting by videoconference.
- 7.0 Council members attending a meeting by videoconference shall be considered present at the meeting. If a Council member becomes disconnected from the meeting due to technical problems or other reasons, the Council member shall notify the Clerk as soon as possible.
- 8.0 The minutes will reflect that the member be considered to have left the meeting at the time of disconnection, unless they are able to rejoin and that shall be recorded.
- 9.0 Meetings will be recorded and live-streamed when reasonably possible. Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Kentville website as soon as possible after the meeting.

Requirements for Virtual Attendance

- 10.0 A Council or committee member may request in advance to join a meeting electronically.
- 11.0 Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy, a Council member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.
- 12.0 The reason for the request shall be communicated to the Clerk at the time of the request and is subject to review. Attendance shall be reviewed quarterly.
- 13.0 All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting. All rules pertaining to in-person meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute-taking, voting, confidentiality requirements, etc.
- 14.0 Participants shall log in 10 minutes before the scheduled meeting time to resolve any technical issues before the meeting starts.
- 15.0 During closed sessions, all meeting participants will ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.

- 16.0 All provisions and policy related to closed meetings and conflict of interest will apply equally for all electronic meetings.

Change of Date or Time

- 17.0 Regular meetings may be rescheduled, relocated or cancelled:
- 17.1 By resolution of Council at a previous meeting three or more days in advance of the additional or special meeting;
 - 17.2 By resolution of Council Advisory Committee at a meeting three or more days in advance of the additional or special meeting; or
 - 17.3 By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances, provided the Mayor believes that the majority of Council Members would support such a step.

- 18.0 Additional or special meetings may be convened

- 18.1 By resolution of Council at a previous meeting three or more days in advance of the additional meeting;
- 18.2 By resolution of Council Advisory Committee at a meeting three or more days in advance of the additional or special meeting; or
- 18.3 By the Chief Administrative Officer on behalf of the Mayor, owing to unforeseen circumstances provided the Mayor believes that the majority of Council Members would support, or are requesting, such a step.

- 19.0 Business conducted at a special meeting must conform to what is specified in the call of the meeting.

- 20.0 Notice of meetings shall be provided by electronic mail to each Council member.

- 21.0 Notice of meetings shall be posted on the Town's website containing the time, date and place of the meeting.

Conduct of Meetings

- 22.0 It shall be the duty of the Chair to:
- 22.1 Open the meeting of Council by taking the chair and calling the Council Members to order;
 - 22.2 Receive and submit to Council motions properly presented by a Council Member;
 - 22.3 Put to a vote a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote.
 - 22.4 Decline to put to a vote, a motion which infringes upon the rules of procedure;

- 22.5 Restrain the Council Members, when engaged in debate, within the rules of conduct of debate;
- 22.6 Enforce on all occasions, the observance of order and decorum;
- 22.7 Call by name any Council Member persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
- 22.8 Inform the Council when necessary, or when referred to, on a point of order;
- 22.9 Permit the Chief Administrative Officer to speak on any point upon request;
- 22.10 Permit proper questions to be asked through the Chair or any official or employee of the Town of Kentville, to provide information to assist any debate;
- 22.11 Declare a meeting dissolved if no quorum has been achieved within 15 minutes of the scheduled meeting time; and

Council Agenda and Documents

- 23.0 All items appearing on the Council agenda will only consist of items that have been:
 - 23.1 Recommended or referred to Council by motion through either Council Advisory Committee or a committee of Council;
 - 23.2 Placed on the agenda by Council through a motion or notice of motion at a previous meeting;
 - 23.3 Submitted by a member of Council prior to the issuing of the final agenda.
- 24.0 Preliminary Council agendas will be issued to Council by 4:30 PM on the Wednesday preceding the regularly scheduled meeting. Meeting documents shall be shared with Council by 4:30pm on the Wednesday preceding the meeting.
- 25.0 Final Council agendas will be issued by noon on the day of the meeting.
- 26.0 Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in a closed session.
- 27.0 At Council meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - 27.1 Call to Order
 - 27.2 Land Acknowledgement
 - 27.3 Approval of Agenda

- 27.4 Approval of Minutes from previous meetings
- 27.5 Presentations
- 27.6 Requests for Decisions
- 27.7 Council Reports
- 27.8 Business Arising from the Minutes
- 27.9 New Business
- 27.10 Correspondence
- 27.11 Public Comments
- 27.12 In Camera
- 27.13 Motions coming from In Camera Session
- 27.14 Adjournment
- 28.0 Councillors who have been appointed to outside Boards and Agencies shall provide a written report to Council with their Councillor Reports including: Meeting date; A summary of the organization's key operations and events; and A review of the key issues or discussion points covered that have an impact on the Town.

Council Advisory Committee Agenda and Documents

- 29.0 The Council Advisory Committee will meet for the purpose of discussion and possible referral to Council and no formal decisions will be made by Council Advisory Committee, except to the extent that Council Advisory Committee is specifically designated by bylaw, policy or delegated by a resolution of Council as having the authority to make a decision, or to provide direction to the CAO on motions that will be ratified at a later Council meeting.
- 30.0 Preliminary Council Advisory Committee agendas will be issued to Council by 4:30 PM on the Wednesday preceding the regularly scheduled meeting. Meeting documents shall be shared with Council by 4:30pm on the Wednesday preceding the meeting.
- 31.0 Final Council Advisory Committee agendas will be issued by noon on the day of the meeting.
- 32.0 Copies of the agenda and supporting documentation will be made available to the public in electronic format by 9:00 AM the day of the meeting except for the supporting documents related to matters to be dealt with in a closed session.
- 33.0 Items appearing on the Council Advisory Committee agenda will only consist of items as follows:
 - 33.1 Placed on the agenda by Council or Council Advisory Committee through a motion or notice of motion from a previous meeting;

- 33.2 Submitted by a member of Council prior to the issuing of the final agenda;
- 33.3 Staff reports;
- 33.4 Items from the administration requiring a decision or direction;
- 34.0 At Council Advisory Committee meetings, unless a majority consents to a different order for the meeting, Council shall conduct business in the following order:
 - 34.1 Call to Order
 - 34.2 Land Acknowledgement
 - 34.3 Approval of Agenda
 - 34.4 Approval of Minutes from previous meetings
 - 34.5 Presentations
 - 34.6 Requests for Decisions
 - 34.7 Department Reports and Recommendations
 - 34.8 Business Arising from the Minutes
 - 34.9 New Business
 - 34.10 Correspondence
 - 34.11 Public Comments
 - 34.12 In Camera
 - 34.13 Adjournment

Minutes

- 35.0 At regular meetings of Council, except when Council resolves to defer acceptance of minutes for a maximum of one additional meeting, the minutes of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes accepted, the accepted minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
- 36.0 The minutes shall be kept by the Clerk who may, in their discretion, appoint a Recording Secretary as appropriate, and the minutes shall;
 - 36.1 Record all resolutions, decisions by consensus and motions, and shall record the outcome of each vote;
 - 36.2 Record the time when any Council Member joins or leaves a meeting which is in progress;

- 36.3 Record any letters or reports submitted to Council by their respective titles, or a brief description of their contents.

Presentations to Council

- 37.0 Persons wishing to make a presentation to Council shall write at least one week in advance of the next meeting to the Clerk outlining their issue and the decision they wish Council to consider, and request to make a presentation.
- 38.0 The request will be approved by the Clerk and Mayor, with the provision that, at their discretion, they may submit the request to Council Advisory Committee for approval. If required, the request will be added to the next Council Advisory Committee agenda to be approved.
- 39.0 If required, Council Advisory Committee will discuss the matter when it appears on the agenda, and will determine if they wish to have the presentation at a future meeting.
- 40.0 If the request is approved, the CAO or the Clerk shall advise the person or group requesting to make a presentation of the decision, the date and time of the presentation.
- 41.0 Presentations shall be limited to 10 minutes, unless Council Advisory Committee determines a longer period of time is needed.
- 42.0 When a delegation is recognized and offered an opportunity to speak, the Mayor or Chairperson of the meeting will request the spokesperson to come forward from the gallery to present. Only one person shall be permitted to speak.
- 43.0 No debate or decision on the presentation will occur during the meeting in which the presentation is made, unless the item was previously an agenda item for that meeting.

Policy Revision History

Date Created: May 26, 2025
Revisions:

Interim Chief Administrative Officer, Kevin Matheson

Correspondence

From Mayor Zebian <azebian@kentville.ca>

Date Mon 5/5/2025 10:48 PM

To Jennifer West <jwest@kentville.ca>



Andrew Zebian
Mayor

m: 902-599-7326

e: azebian@kentville.ca | w: www.kentville.ca



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From: Shauna Manning <shauna_lee1390@hotmail.com>

Sent: Friday, May 2, 2025 11:54 AM

To: Mayor Zebian <azebian@kentville.ca>

Subject: pool

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Good morning,

I just wanted to extend my thanks to you and council on behalf of the Kentville Marlins Swim Team for looking after the pool and getting the repairs required done. Our team is ever growing and we have many young swimmers who look forward to the summer swim season each year.

Thank you for all your work and support !!

Shauna Manning
President Kentville Marlins Swim Team

Correspondence

From Mayor Zebian <azebian@kentville.ca>

Date Mon 5/5/2025 10:48 PM

To Jennifer West <jwest@kentville.ca>



Andrew Zebian
Mayor

m: 902-599-7326

e: azebian@kentville.ca | w: www.kentville.ca



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From: Debra Jardine <rdljardine@gmail.com>

Sent: Friday, May 2, 2025 10:54 AM

To: Mayor Zebian <azebian@kentville.ca>

Subject: Stink!

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Good Morning Your Worship (or not),

My name is Bob Jardine and I live at 69 Alicia Blvd.

Could you please advise what actions are being taken by the Town of Kentville to hasten remedial action at the regional sewage lagoon (for which we are all responsible).

The smell outside today is absolutely disgusting and the people of Kentville deserve better. This matter has dragged on forever and something has to be done immediately to prevent people from obtaining legal assistance to sue local governments for mismanagement or to prevent residents from legitimately withholding taxes.

Please tell me this matter is being addressed as a priority.

We can't drive on the pot-holed roads, we can't get around traffic delays everywhere, you are tearing up sidewalks in town, but we thought we could at least stay home and work in the yard. So much for any money and effort Council put into your Take A Deep Breath promotion!

Bob Jardine

Correspondence

From Mayor Zebian <azebian@kentville.ca>

Date Mon 5/5/2025 10:49 PM

To Jennifer West <jwest@kentville.ca>



Andrew Zebian
Mayor

m: 902-599-7326

e: azebian@kentville.ca | w: www.kentville.ca



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-----Original Message-----

From: sabrina covert <sabrinacovert@hotmail.com>

Sent: Friday, May 2, 2025 11:15 AM

To: Council and Mayor <councilandmayor@kentville.ca>

Subject: Sewage Treatment Plan

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

To whom it may concern,

I have been a resident of Kentville since 2008 and I am a local physician. I am wondering if there are plans to work on the sewage management in Kentville? For the past few years, the smell of sewage has been very noticeable and unpleasant in Kentville as soon as the weather gets warm. Is this being addressed?

Thank you.

Kindly,
Sabrina Covert
Physician, Valley Regional Hospital, FRCPC