

## **Town of Kentville Council Meeting**

May 26, 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 Meeting, April 28, 2025
  - (b) Special Council Meeting, May 21, 2025
- 4. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee
    1. Proposed Telecommunications Tower
    2. Stormwater Management Master Plan Report
  - (b) Council Reports
    1. Councillor John Andrew
    2. Councillor Rob Baker
    3. Deputy Mayor Debra Crowell
    4. Councillor Samantha Hamilton
    5. Councillor Cathy Maxwell
    6. Councillor Cate Savage
  - (c) Mayor's Report
- 5. OLD BUSINESS**
  - (a) Legal Costs Update
- 6. NEW BUSINESS**
  - (a) Appointment of Resident for Water Commission, and Sourcewater Protection Advisory Group
- 7. PUBLIC COMMENTS**
- 8. CORRESPONDENCE**
  - (a) Regional Sewer Odours
- 9. IN-CAMERA**
  - (a) Land
- 10. ADJOURNMENT**

# DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: April 28, 2025

Town Hall, 354 Main Street, Kentville Nova Scotia

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

#### 1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 6:00 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Interim Chief Administrative Officer Kevin Matheson, Solicitor Geoff Muttart and Deputy Clerk Jennifer West.

#### REGRETS

None

The chair gave a land acknowledgement.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

#### 2. APPROVAL OF THE AGENDA

The in camera session was held prior to this meeting, instead of following this meeting. Addition, 6.c Purchase of Healy Property

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

**That the agenda of April 28, 2025 be approved as amended.**

#### MOTION CARRIED

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

#### 3. APPROVAL OF THE MINUTES

*Council Meeting Minutes, April 28, 2025*

*Pending Approval*

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# DRAFT

(a) Council meeting held on March 31, 2025

**It was moved that the minutes of the Council meeting on March 31, 2025 be approved.**

**MOTION CARRIED**

(b) Special Council meeting held on April 7, 2025

**It was moved that the minutes of the Council meeting on April 7, 2025 be approved.**

**MOTION CARRIED**

(c) Special Council meeting held on April 15, 2025

**It was moved that the minutes of the Council meeting on April 15, 2025 be approved as amended.**

**MOTION CARRIED**

## 4. RECOMMENDATIONS AND REPORTS

(a) **Council Advisory Committee**

(1) **Tax Exemption**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the annual Tax Exemption amounts.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Rob Baker

**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, Hamilton, Maxwell, Savage and Zebian*

(2) **Spring Debenture**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the annual Spring Debenture recommendation.

*Report available for more information.*

*Council Meeting Minutes, April 28, 2025*

*Pending Approval*

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# DRAFT

It was moved by Councillor Cate Savage and Deputy Mayor Crowell

**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, Hamilton, Maxwell, Savage and Zebian*

### **(3) Reserve Withdrawal**

At the April 14, 2025, meeting of Council Advisory Committee, Director of Finance Wanda Matthews presented the recommendation to withdrawal from reserves.

*Report available for more information.*

It was moved by Councillor John Andrew and Deputy Mayor Debra Crowell

**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, Hamilton, Maxwell, Savage and Zebian*

### **(4) VIDA Development Agreement**

At the April 14, 2025 meeting of Council Advisory Committee, 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.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

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



# DRAFT

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

### **(5) C1 Commercial Zone**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe gave a report on the definition and application of amenity space in the downtown C1 zone.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

**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, Hamilton, Maxwell, Savage and Zebian*

### **(6) C3 Limited Commercial Zone**

At the April 14, 2025 meeting of Council Advisory Committee, Director of Planning and Development Darren Shupe shared feedback received from the Public Participation Meeting on the C3 Commercial zone land use bylaw amendment.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**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, Hamilton, Maxwell, Savage and Zebian*

### **(7) Sanitary Sewer Budgets**

# DRAFT

At the April 14, 2025 meeting of Council Advisory Committee, Director of Engineering and Public Works Dave Bell presented the proposed operating and capital budgets for the Kings County Regional Sewer.

*Report available for more information.*

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

**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, Hamilton, Maxwell, Savage and Zebian*

It was moved by Councillor Cathy Maxwell and Councillor John Andrew

**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, Hamilton, Maxwell, Savage and Zebian*

## **(8) Superannuation**

At an in-camera session of April 14, 2025 meeting of Council Advisory Committee, a presentation was made by Paul Burnell of Plenus regarding the Kentville Police Service joining the Nova Scotia Public Service Superannuation Plan.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**That Council direct the CAO to enter into an agreement with the Nova Scotia Public Service Superannuation Plan to give effect to the transfer of the employees of the Kentville Police Service from the Town of Kentville Pension Plan to the Nova Scotia Public Service Superannuation Plan.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

# DRAFT

## **(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

### **(1) Councillor John Andrew**

Highlights included discussions with the Valley Regional Enterprise Network for regional economic resiliency and expansion and Regional Emergency Management Advisory Committee.

*Report available for more information.*

### **(2) Councillor Rob Baker**

Highlights included funding for the Kentville Library, conversations on the stormwater management master plan, and preparations for the Apple Blossom Festival. Concerns about implementation of recommendations from the security report.

*Report available for more information.*

### **(3) Deputy Mayor Debra Crowell**

Highlights included a TD Wealth webinar, investment advisory committee, and welcome to Julie Olgilvie as ED of the Kentville Advisory Committee.

*Report available for more information.*

### **(4) Councillor Samantha Hamilton**

Highlights included the environmental task team, Kings Point to Point board meeting, and personnel meetings.

*Report available for more information.*

### **(5) Councillor Cathy Maxwell**

Highlights included meetings for the recruitment of a CAO, meeting of the water commission, a meeting of the Annapolis Valley Trail Coalition, and a meeting of the heritage committee.

*Report available for more information.*

### **(6) Councillor Cate Savage**

Highlights included a meeting of the investment advisory committee, regional sewer committee, CAO selection committee meetings and the presentation of the stormwater management master plan.

*Report available for more information.*

# DRAFT

## (c) Mayor Andrew Zebian

Mayor Zebian reported on his activities this month with highlights including passing of the capital budget, stormwater management plan presentation, the board of Kings Transit discussed electric buses, CAO selection committee, and the Kentville Lions Club breakfast.

*Report available for more information.*

## 5. BUSINESS ARISING FROM THE MINUTES

### (a) Human Resources Needs Assessment Update

Interim CAO Kevin Matheson presented his report on the HR Needs Assessment. The Towns are reviewing 3 applications and will announce the successful consultant to Council next month.

### (b) Second Reading: Subdivision Bylaw

Director of Planning and Development Darren Shupe gave an update on the process of amending the town's Subdivision Bylaw.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council give Second Reading to the Subdivision Bylaw.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

### (c) Committees of Council

Mayor Andrew Zebian reviewed the policy and the process of reviewing and making amendments. The Student Bursary Committee was removed from the policy.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Samantha Hamilton

**That Council approve the revised Policy Statement G81 Committees Commissions and Boards.**

It was moved by Councillor Rob Baker and Councillor John Andrew

That Council apply the amendment:

**To strike the Student Bursary Committee**

#### **AMENDED MOTION CARRIED**

*Councillors who voted in favour of this motion:*

# DRAFT

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

It was moved by Councillor Rob Baker and Councillor John Andrew

**That Council repeal Policy Statement G57 Committees of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## 6. NEW BUSINESS

### (a) Request for Decision – Council Remuneration

Interim CAO Kevin Matheson presented his report on the proposed adjustment of Council remuneration for the 2025-2026 fiscal year. Policy states that any changes to Council remuneration must be made in a public session.

*Report available for more information.*

Discussion

- Clarification of the employee-employer relationship for Council.

It was moved by Councillor Cate Savage and Councillor John Andrew

**That Council approve the annual adjustment of Council remuneration, set out in Policy Statement G5 Council Remuneration and Benefits, revised in October 2024.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

### (b) Request for Decision – 374-376 Main Street Property

Interim CAO Kevin Matheson presented his report on the options for Council regarding the site at 374-376 Main Street, owned by the Town.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

**That Council direct the CAO to bring back information about a Request for Proposals for the sale of the property at 374-376 Main Street (PID55267371)**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Crowell, Hamilton, Maxwell, Savage and Zebian*

# DRAFT

*Councillors who voted against this motion:  
Baker*

## **(c) Purchase of Healy Property**

Mayor Andrew Zebian described the in-camera discussions relating to this property in order to facilitate the construction of the Donald E. Hiltz Connector Road.

*Report available for more information.*

It was moved by Councillor Cate Savage and Councillor John Andrew

**That the Town of Kentville complete a land purchase of 13,438.3 m2 from Stephen S. Healy Investments Ltd. for consideration of \$98,000 and conveyance of an additional parcel of land of 3599 m2 and release of an easement on the first parcel for the purposes of constructing the Donald E. Hiltz Connector Road.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

## **7. CORRESPONDENCE**

### **(a) John Lohr – Update on Provincial Programs**

## **8. PUBLIC COMMENTS**

### **(a) Mike McLean**

Concerns about implementation of the stormwater management master plan and providing resources through the operating budget; support staff by requiring a pavement condition index; and suggestion of reviewing and improving the low income tax exemption policy using a living wage as an indicator.

## **9. IN CAMERA**

Council met In Camera prior to the public meeting at 5:10 pm to discuss matters of land and personnel.

## **10. ADJOURNMENT**

It was moved

**That the April 28, 2025 meeting of Council adjourn at 7:43 p.m.**

## **MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson



## **TOWN OF KENTVILLE SPECIAL COUNCIL MEETING**

### **Meeting Minutes: May 21, 2025**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

#### **1. CALL TO ORDER AND ROLL CALL**

Mayor Andrew Zebian called the meeting to order at 4:00 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor Rob Baker, Councillor John Andrew, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Director of Finance Wanda Matthews, Director of Recreation Craig Langille, Director of Planning and Development Darren Shupe, Director of Public Works Dave Bell, Police Chief Marty Smith, Interim Chief Administrative Officer Kevin Matheson and Deputy Clerk Jennifer West.

#### **REGRETS**

None.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

#### **2. APPROVAL OF THE AGENDA**

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

**That the agenda of May 21, 2025 be approved.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

#### **3. NEW BUSINESS**

- (a) Staff Presentation: 2025-2026 Town of Kentville Operating Budget**

*Special Council Meeting Minutes, May 21, 2025*

*Pending Approval*

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Interim CAO Kevin Matheson introduced the budget and significant challenges that the town is facing. Director Wanda Matthews gave a presentation to Council on the proposed operating budget for 2025-2026.

*Report available*

#### Discussion

- Recommendation that the 2024-2025 operating budget surplus be calculated into the proposed 2025-2026 operating budget.
- Recommendation that the Kings Transit and Valley Waste amounts be offset by amounts in their reserves.
- Clarification of the Valley Waste budget increase, past surpluses and repayments and forecasted budgets.
- Question about adding maintenance funding for stormwater management coming from recommendations in the Stormwater Management Master Plan.
- Clarification of the increases in full time employment (FTE) units for Police and Recreation.
- Clarification of the revenue based on \$0.01 tax rate increase.
- Clarification of the legislation defining the agreement between Kentville and Kings County around the maximum tax rate for properties in the Kentville Business Park (formerly the Kentville Industrial Park).

#### **4. ADJOURNMENT**

It was moved

**That the May 21, 2025 special meeting of Council adjourned at 5:33 p.m.  
MOTION CARRIED**

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Approved by Interim CAO Kevin Matheson





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Proposed Telecommunication Tower in Kentville**

At the May 12, 2025 meeting of Council Advisory Committee, Director Darren Shupe presented the federal government process for site location and construction of a 30-metre cell tower at 314 Main Street (Bell Canada building parking lot) to improve coverage in the valley in this region.

#### **Council Advisory Committee recommends**

**That Council direct the CAO to consider a more robust telecommunications facilities policy during the plan review process.**

#### **Council Advisory Committee recommends**

**That Council maintain reliance on the ISED process for the current proponent.**

May 26, 2025

This recommendation is based on discussion and or reports which are attached.

## 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

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## 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

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### 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](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](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.

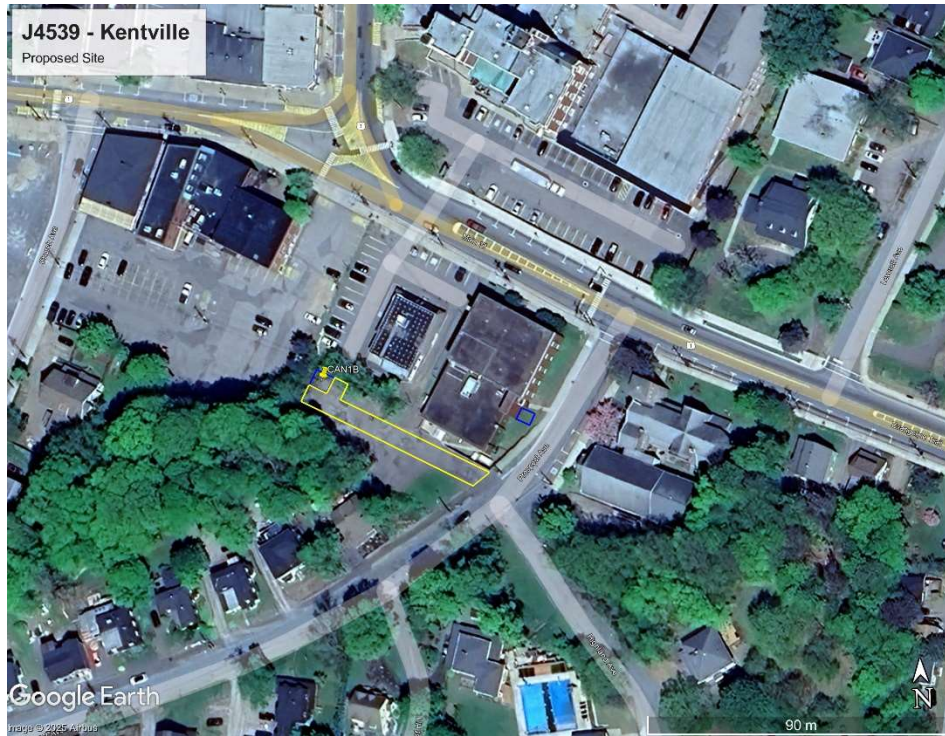
## **6. Conclusion**

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

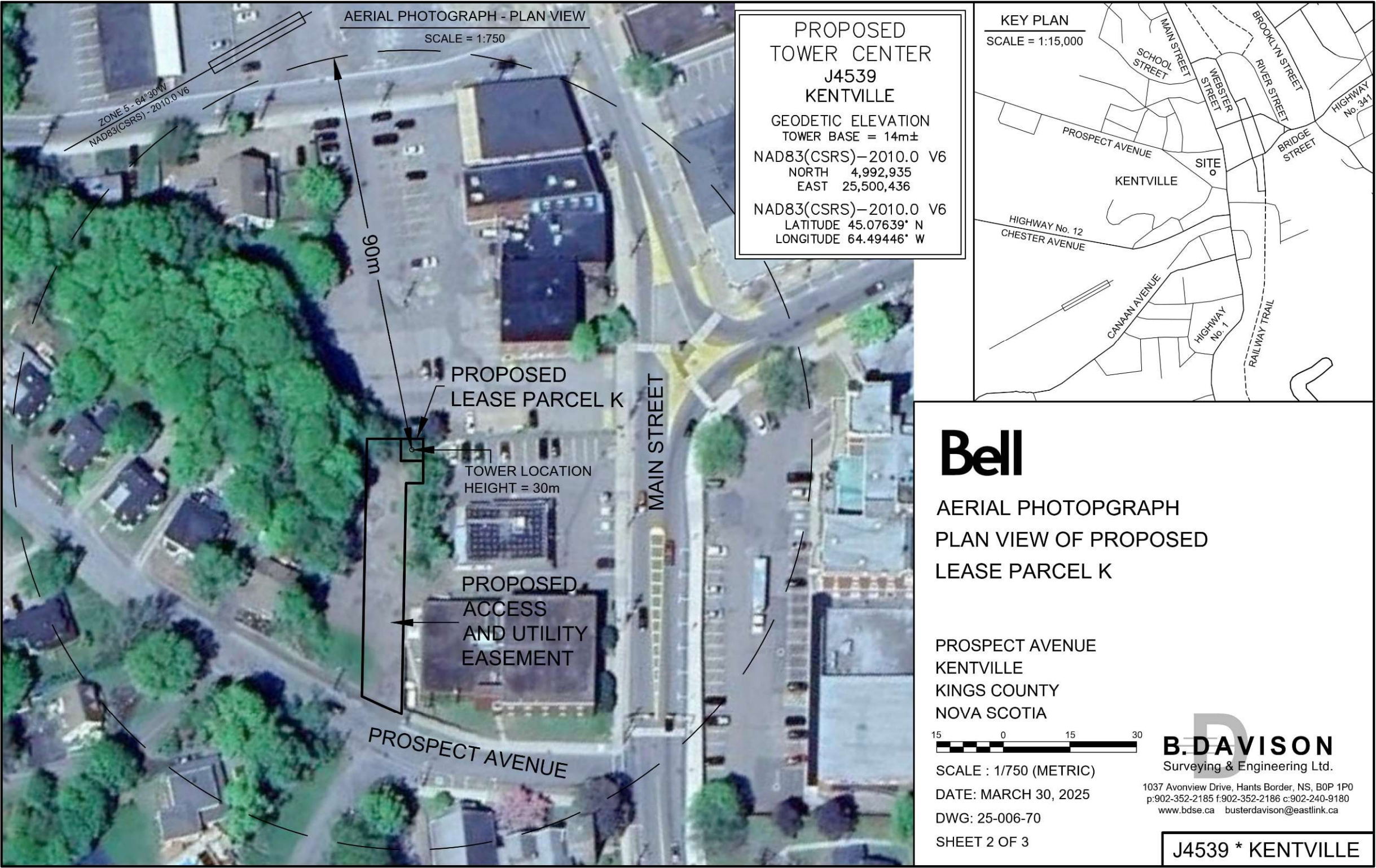
### *Proposed Site*



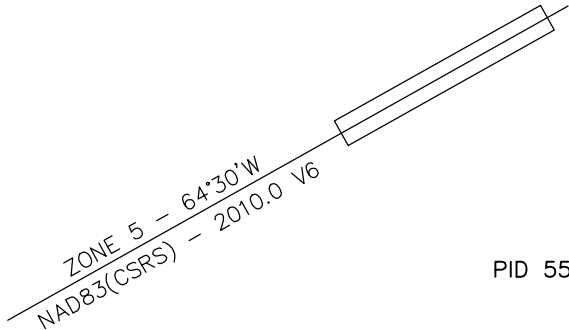
### *Proposed and Alternate Locations*







Attachment B



PID 55246888

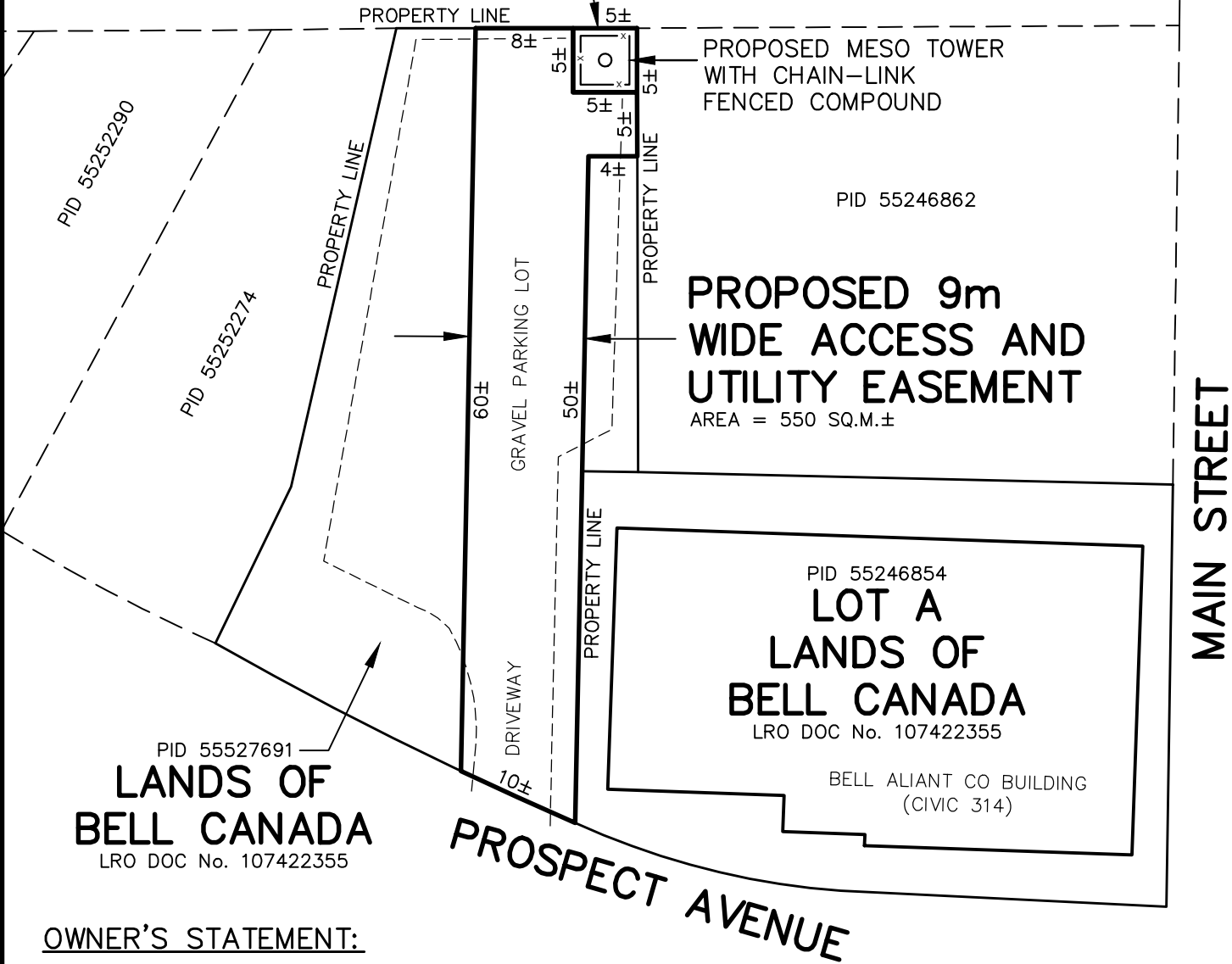
PROPOSED  
TOWER CENTER  
J4539  
KENTVILLE

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](mailto: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](mailto:consultation@canacre.com) by **[DATE]**.

For additional information about antenna systems, you can visit the government of Canada at [www.ic.gc/towers](http://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](mailto: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](mailto: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](mailto:consultation@canacre.com) by **[DATE]**.



Proposed Site

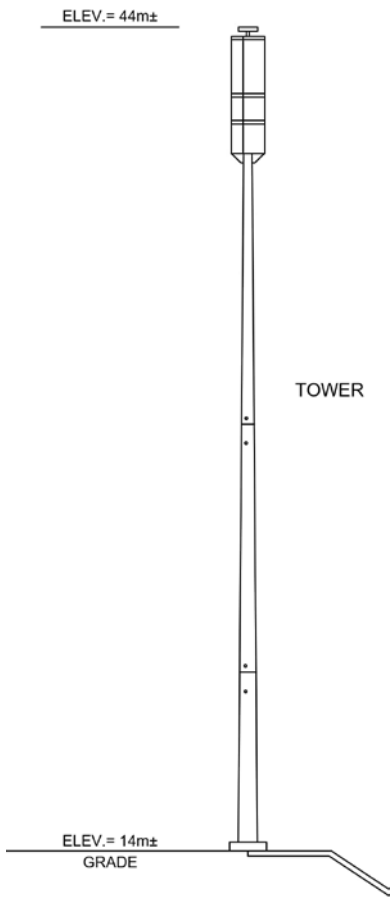
# Understanding the process

<b>Step 1:</b> <b>Proposal</b> 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	<b>Step 2:</b> <b>Notification</b> 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.	<b>Step 3:</b> <b>Consultation</b> Landowners are invited to comment within 30days.	<b>Step 4:</b> <b>Acknowledgement</b> Bell must acknowledge receipt of comments within 14 days.	<b>Step 5:</b> <b>Response</b> All reasonable and relevant concerns will be addressed by Bell within 60 days.	<b>Step 6:</b> <b>Feedback</b> Landowners have 21 days to respond to Bell.	<b>Step 7:</b> <b>Approval</b> 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.

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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:

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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:

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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 <b>Complete</b> 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		<b>Council Determination</b>	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	<u>April 10, 2024</u> _____ 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

## **Rob Baker, Councilor** **May 26, 2025**

### **Highlights:**

1. Diversity Kings – bringing action to words
2. NSFM – Truro, April 30 to May 2

### **Committee and Commission Appointments:**

- May 5 – Diversity Kings, Municipality County of Kings
- May 14 – Heritage Meeting, Absent
- May 15 – Council met with future CAO MacNeill
- May 21 – AVRIL Investment Subcommittee, Postponed
- May 21 – Council FY2025-26 Operating Budget Presentation

### **Events and Meetings:**

- April 25 - 27 – Kentville Home Show
- April 30 - May 2 NS Federation of Municipalities, Truro
- May 6 – Met with CAO Matheson
- May 13 – Met with Kings Transit, GM Meg Hodges

### **Upcoming**

- May 23 – AVMBBA AGM
- May 24 – A. V. R. Library Inservice Day - 9AM-4PM
- May 28 to June 1, Apple Blossom Festival
- June 2 - Diversity Kings, Municipality County of Kings
- June 4 – Diversity Kings, Pride Month Launch
- June 8 – NKEC PROM

## **NSFM Report**

Attended with Councillor John Andrew and Deputy Clerk Jennifer West

Networked with

Mike Butler, Councillor, Town of Wolfville

Christina Sappington, Councillor, MOK and NSFM Board Member

Scott Christian, Mayor, Municipality of Queens

Joan Ross, Councillor, Municipality of Digby

Jennifer Godine, FCM

Chrystal Remme, Councillor, West Hants

Jason Haughn, NS Municipal Advisor

Kim Ramsey, CAO, East Hants

Steven MacNeil, Councillor, CBRM

Susan Lohnes, Councillor, Town of Lunenburg

Jamie Myra, Mayor, Town of Lunenburg

Jillanna Brown, Stormwater Engineer, NS Dept Environment & Climate Change

Brittany Trainor, Mgr Community Development, MOK

## **Take aways** (what I learned and ideas to pursue)

Mayor Pam Mood – when we are aligned behind a shared vision = cooperation with wonderful results. Not the loudest person in the room providing leadership.

Terry Thibodeau – Renewable Energy Consultant – [3dwavedesign.com](http://3dwavedesign.com) Sea Level and Storm Surge modelling.

Municipal Strategic Planning is necessary. Invest in capacity. Build and maintain relationships. Adaptation requires a whole community approach. (support, engage, suggest)

Land Act – does it permit temporary access so we can help mitigate erosion problems? (Ask Director Bell)

Libraries in Nova Scotia provide essential services more than just books, but a community hub

- Temporary shelter
  - Internet access – basic human right?
  - Safe custody visits
  - Community gathering spot
- WHEN will funding formula be revised to reflect current realities?



Dept Minister Lafleche – Be prepared for projects to be “**shovel ready**” and then we will support you.

Marsha McAdam – Davis Pier

What is good community engagement? Meaning: collaborative interactions

- Inclusive, accessible, collaborative, transparent and ongoing
- A single engagement will make inclusion of diverse voices challenging and has a ripple effect on the future work of that issue.
- Engagement fatigue – always going to the same folks, not getting diverse perspectives
- Engaging vulnerable populations – building trust and relationships
  - PEOPLE WILL WANT TO TALK IF THEY FEEL LISTENED TO
  - VALUE FIRST VOICE EXPERIENCES OVER SPECTATORS/WITNESSES
  - Human-centered design; flexible, interactive, empathy
  - Iterations test and refine ideas; repeat procedures adjusting according to input (successes/failures)
  - Test a policy/solution and see how the target audience understands it
  - ONGOING ENGAGEMENT BUILDS TRUST
- Smaller iterative focus groups – over time
- Seek community ambassadors / champions
- Make web content mobile-friendly, multi-lingual

CBRM Pavement Debrief on YouTube

-Advertise on Street Cleaner : source of revenue like in the arena

NS Coop Council - Diane Kellerman

“Its about the mission, not the ROI” - Affordable Housing Alternatives

Don't jump on the first idea / offer that comes along. It must be sustainable and part of your strategic vision

What has Kentville learned from the unsuccessful application to the Housing Accelerator Fund? That we are not prepared to be in the running. What do we need to do? Rezone R1 to R2. (Other learnings...see Special Initiatives Coordinator)

Less Talk More Action

Ask yourself “should we be in this business?”

Is this a service that is expected by taxpayers?

Is there a better way to provide this service? (Change management, political will

+ guiding principles + good process)

Keep the conversation strategic...

10 steps for better municipal decision making.

Good process = better outcomes... you can't wing it and expect a good decision

Formal Plan review minimum every 10 years

Monitoring – feedback loop

Ask the right questions -- Measure what matters -- track and analyze – report and discuss

Jillanna Brown, Stormwater Engineer, Dept of Environment and Climate Change  
902 229 7336 [jillanna.brown@novascotia.ca](mailto:jillanna.brown@novascotia.ca)

Climate Capacity Program enhances municipal capacity – coaching on climate subject matters and projects. Sustainable Communities Challenge Fund 80% of eligible costs. Retrofitting flood proofing – vulnerable infrastructure. New Guidance on Erosion & Sediment Control at work sites expected shortly.

Practical Approaches to Inclusivity – Brittany Trainor

Opening Land Acknowledgement should involve truth telling. Nice vs kind, impact over intent. Tell the truth before reconciliation, with people not at people. People need to see themselves where the decisions are made when they affect their lives.

Kentville might consider: Equity and Inclusion AUDIT, Plain Language Review, Leadership Involvement and Training (anti-hate, anti-racism)

“When you are not intentionally including, you’re unintentionally excluding.” Think about the people who are missing from decision making.

“Work within discomfort” that is where real change happens.

***What advantage did the Town of Kentville benefit from by having me attending NSFM this spring?*** I was learning, meeting new people, sharing new ideas and others’ wisdom, building relationships with those who have shared experiences and interests. (Not having to cut a new path when others have trod this road before)

**Expense to TOK**

Meal per diem	\$159.00
Mileage	\$103.81
Incidentals	\$ 17.30
Conference Fee	\$575.00
Hotel	TBD
<b>Total</b>	<b>\$855.11</b>



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Stormwater Management Master Plan Report**

At the May 12, 2025 meeting of Council Advisory Committee, Director Dave Bell presented the Public Works report for April 2025, and asked Council to complete follow up from the April 15 Special Meeting of Council regarding the Stormwater Management Mast Plan, and to formally receive the report.

#### **Council Advisory Committee recommends**

**That Council accept the Stormwater Management Master Plan report from Dillon Consulting as presented on April 15, 2025.**

May 26, 2025

This recommendation is based on discussion and or reports which are attached.



## John Andrew

May 21, 2025

### Highlights:

It seemed like a very fast month, but things are moving rapidly to enact Council's initiatives for 2025. Planning and budget preparation is under way as we prepare to be joined with our new CAO. This Council remains focused on working to bring about the upgrades and improvements Kentville needs

### Committee and Commission Appointments:

#### Environmental Task Team – QUEST Energy Mapping Workshop

(Wednesday, May 7<sup>th</sup>):

We had an informative and productive day working on energy and environmentally mapping for Kentville.

### Events and Meetings:

- Public Hearing – Subdivision Bylaw: Monday, April 28<sup>th</sup>
- NSFM Spring Conference: April 29<sup>th</sup> -May 2<sup>nd</sup>
- QUEST mapping workshop: Wednesday, May 7<sup>th</sup>
- Meeting with Karis Disability Services: Thursday, May, 8<sup>th</sup>
- L'Arche Conference: Monday & Tuesday, May 12<sup>th</sup> & 13<sup>th</sup>
- CAC: Monday, May, 12<sup>th</sup>
- CAO Meeting: Wednesday, May 15<sup>th</sup>
- Sanskar Color Celebration: Sunday, May 18<sup>th</sup>
- Operational Budget Proposal: Wednesday, May 21<sup>st</sup>

#### NSFM Spring Conference (April 29-May 2)

The Spring Conference of the Nova Scotia Federation of Municipalities is a shorter event than the Fall Conference, but the sessions were relevant and the conversations with other Councillors definitely helps put our work in perspective.

### Highlights:

Creative Approaches to Citizen Engagement

- Building trust, first person voices, etc.

Transforming Surplus Infrastructure into Housing

- Real life examples re the challenges & opportunities

The Department of Emergency Management

- The Nova Scotia Guard

Department of Environment and Climate Change

- Good information (particularly around mitigating water erosion).

Inclusivity & Engagement - "Collaborative interactions that lead to real impact"

- Accessibility, Collaboration, Transparency, Momentum & Implementing

**Observations:**

This is the second conference I have attended in which the delivery of information too frequently digressed into virtue signalling and partisan politics. Such banter seems unhelpful and detracts from the cohesion and cooperation Nova Scotia Councils need to navigate and lobby provincial government.

It is great to see the province taking economic challenges seriously and participating in efforts to break down domestic and international trade barriers. Locally, I am pleased to see The Valley REN are aligned with the province and municipalities in actively seeking to mitigate the impact of US tariffs.

A number of Councillors from various municipalities discussed a shift in how the current government engages with municipalities compared to the prior. The consensus seemed to be that the subsequent current municipal culture is now more top down [from provincial government] than citizen informed. NSFM can and must be a vehicle through which municipalities facilitate direct democracy as well as access to information.

**TO:** Council

**SUBMITTED BY:** Dan Stovel, Kings REMO REMC

**DATE:** May 12, 2025

**SUBJECT:** Kings REMO Regional EM Advisory Committee Meeting,  
2025-04-22

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**ORIGIN** Kings REMO Regional EM Advisory Committee Meeting, April 22, 2025

**BACKGROUND**

The Kings REMO Regional Emergency Management Advisory Committee met on Tuesday, April 22, 2025.

Key issues of discussion included:

**Presentation:** [Team Rubicon](#)

- Team Rubicon is a veteran-led humanitarian organization that serves global communities before, during, and after disaster and crises
- More than 180,000 volunteers across North America
- Team Rubicon serves communities affected by disasters and humanitarian crises by harnessing the skills and experiences of veterans, first responders and skilled civilians to help people prepare, respond, and recover
- Team Rubicon involved in the following activities:
  - Incident Management
  - Debris Removal
  - Disaster Mapping & Work-Order Management
  - Hazard Mitigation
  - Expedient Home Repair
  - Spontaneous Volunteer Management
  - Mobile Medical Testing
  - Food Insecurity & Supply Delivery

**Kings REMO ECC Activation**

Reference: 2025-03-05 NS DEM Minister's Letter

- "When a significant event is likely to impact a municipality, the ECC will be activated at least to a monitoring level" and
- "When local impacts are imminent or emergency, and the Province has activated the Provincial Coordination Centre (PCC) to a level 2 or higher, municipalities in the affected areas will also increase the posture to their ECCs to support First Responders, facilitate the critical flow of information, and lead the coordination of incident management to better protect residents."  
"Later this year, the Province will consult with stakeholders on a set of standards (including activation standards) for REMOs which will help to further inform activation protocols and will stand up and staff regional offices which will help to provide more support to municipalities and REMOs in meeting those standards."

**Alert Ready**

Reference: 2025-03-10 NS DEM Alert Ready Letter

- "[NS DEM] Staff have been in discussions with their provincial counterparts across the country to identify best practices and evaluate the feasibility of implementing some of those practices here."
- "[NS DEM] has identified the alerts portal and training program from Alberta as one that Nova Scotia could leverage. We will have more to share on that soon."

#### **Kings REMO Regional EM Plan, Change 4**

REMC summarized the changes being put forward in Change 4 to the Kings REMO Regional Emergency Management Plan

- Foreword – amended signature block to chair of Kings REMO REMAC
- Section 5.2 Risk Analysis Matrix updated from the recent HRVA conducted in December 2024 and approved by Kings REMO REMAC January 2025
- Section 8.1 Declaration of a State of Local Emergency (SOLE) – organization name update for NS Department of Emergency Management (NS DEM)
- Section 9.2 Plan Maintenance & Responsibility – annual reviews updated and plan revisions amended to March 20, 2025 with approval on April 22, 2025
- Section 10.0 Plan Distribution – amendments to organization names
- Annex A – Updates to organization names
- Annex C – ECC Activation Flowchart & Triggers
- Annex L – Volunteer Registration – Assumption of Risks & Waiver Liability form included as approved at Kings REMO REMAC meeting 2025-04-15
- Annex M – NS DEM Duty Officer contact telephone number updated

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 4 TO THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT PLAN, DATED MARCH 2025**

#### **Kings REMO Winter Storm Preparedness & Response Plan, Change 1**

REMC summarized the changes being put forward in Change 1 to the Kings REMO Winter Storm Preparedness & Response Plan

- Administrative – map updated with REMO & municipal logos
- Administrative – Foreword signature block amended to Chair of REMAC
- Section 2.9 Winter Storm Organizational Structure – Key ECC activation triggers outlined in Annex D
- Section 3.2.2 NS Department of Emergency Management – administrative organization name change
- Section 3.2.3 NS DPW & Engineering Departments – administrative organization name change
- Section 3.3.8 NS Department of Public Works (NS DPW) – administrative organization name change
- Section 5.2 Plan Review & Maintenance – updated to include dates of reviews and Plan Revision (Change 1)
- Section 6.0 Distribution List – administrative organization name changes
- Annex D ECC Activation – Key Triggers to consider during a Winter Storm

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 1 TO THE KINGS REMO WINTER STORM PREPAREDNESS AND RESPONSE PLAN, DATED MARCH 2025**

#### **2025 Wildfire Season**

- Nova Scotia Wildfire Season March 15 to October 15
- Kings County has seen an average of 20 wildfires per year over the last 19 years
- Kings REMO issued a 2025 Wildfire Season Awareness News Release on March 14, 2025
- The [NS Burn Safe Map](#) is updated daily at 2:00 pm

## Comfort Centres

[www.kingsremo.ca/Comfort-Centres](http://www.kingsremo.ca/Comfort-Centres)

- 27 Comfort Centres (as of 2024-01-23)
  - Coldbrook Lions Community Centre removed from list of active Comfort Centres – generator repairs being investigated
  - Centreville Community Centre removed from list of active Comfort Centres – generator repairs/replacement being investigated

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

## Community Outreach

2025 Presentations: 12 as of 2025-04-22

- 2025-01-14 Village of Port Williams
- 2025-02-10 Horton Community Centre
- 2025-02-19 Wolfville Legion
- 2025-02-22 Burlington Community Centre
- 2025-03-05 Kings Central High School - Grade 12 Class
- 2025-03-11 Kingston Area Seniors Association (KASA)
- 2025-03-18 Berwick Legion
- 2025-03-19 Canning Community Group
- 2025-04-01 Kids Action Program
- 2025-04-02 Senior Home Care by Angels (am presentation)
- 2025-04-02 Senior Home Care by Angels (pm presentation)
- 2025-04-09 Booker School (Gr 6-8)

## Kings REMO Social Media

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
  - Facebook followers – annual increase:
    - 9,636      2024-04-15      + 4,709
    - 11,844     2025-04-22      + 2,208
  - 'X' account cancelled and replaced with Bluesky (@kingsremo.bsky.social)

## Vulnerable Persons Registry (VPR) Program

[www.kingsremo.ca/VPR/](http://www.kingsremo.ca/VPR/)

- Registrations:
  - 2023-01-16 32 registrations
  - 2024-01-15 47 registrations
  - 2025-01-22 55 registrations
  - 2025-04-22 56 registrations
- Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program
- Strategic partnerships developed with Family 1<sup>ST</sup> Medical & Seniors Homecare by Angels

## Training & Exercises

- 2025 Training Schedule:
  - BEM
    - 2025-03-13 (Thu)
    - 2025-06-26 (Thu), 2 registered as of 2025-04-22
    - 2025-09-25 (Thu)
    - 2025-12-11 (Thu)
  - ECC
    - 2025-02-20 (Thu)
  - I100
    - 2025-03-12 (Wed)
    - Additional courses as required
  - I200
    - 2025-04-23/24 (Wed/Thu), 24 registered
  - I300
    - 2025-10-15/16/17 (Wed/Thu/Fri), 19 registered
- 2025-04-03 NS DEM Evacuation Workshop
  - Workshop Overview:
    - Causes of Evacuation
    - Who is at Risk?
    - Community Behaviour in Evacuations
    - Evacuation Requirements
    - Evacuation Communications
    - Re-Entry
    - Evacuation Planning
  - A well-attended workshop in Kings County with 26 Municipal Staff & Agency Representatives in attendance
  - Information from Workshop will be support Change 2 to the Kings REMO Regional Emergency Evacuation Plan being put forward for review/approval: June-REMPC/July-REMAC
- 2025 Exercise program for Kings REMO:
  - 2025-05-20/21 NS DEM EMC Workshop
    - Emphasis on priorities for NS DEM & evolving relationship between REMOs, new REOCs & PCC
  - 2025-06-10 NSEMO Exercise Nova Charlie
    - Focus on educating participants about and testing new lines of communication created with establishment of new NS DEM functions
  - 2025-07-17 (Thu) Hurricane-ECC Activation TTX
  - 2025-11-20 (Thu) Winterstorm – Shelter TTX

## Roundtable Discussion

Dan Stovel, Kings REMO REMC

Emergency Preparedness Week, May 4-10, 2025. This year's theme is "Be Prepared, Know your Risks." News release prepared to be sent out May 1st to highlight emergency preparedness. As part of EP Week, Alert Ready system will be tested in Nova Scotia Wednesday, April 7th at 1:55pm

Councillor Howard Williams, Town of Wolfville

Table 1 of Section 5.3.1 Blizzards and Heavy Snowfalls, indicates location of "National, except North of 20". REMC to investigate and confirm Environment & Climate Change Canada's location for Blizzard Warnings.

Section 10.0 Plan Distribution includes Acadia University but not NSCC. REMC highlighted that the distribution of the plan was to membership of the Regional EM Planning Committee

Mayor Corkum, Municipality of the County of Kings  
The meeting provided a better understanding of Regional Emergency Management issues

**Next Meeting:** Tuesday, July 21, 2025

Town of Kentville Decision Wheel:



## Debra Crowell Deputy Mayor May 2025

### Highlights:

- Skatepark- opening of shade gazebo generously donated by the Canadian Dermatology Association
- Council met with newly-engaged CAO, Chris MacNeill

### Committee and Commission Appointments:

#### Investment Advisory Committee

##### Key Agenda Items:

- Review portfolio for April 2025
- Fund advisor gave an update on the current environment citing not a lot of change from last month. US trade-agreement negotiations with China are looking positive. He indicated that our portfolio contains a high-quality subset of the market, and we continue to manage risk.
- The Chair, Councillor Savage, will give a fulsome report.

#### Kentville Business Community:

##### Key Agenda Items:

Welcome to Gillian Yorke as Promotions & Communications Coordinator

- Committee Reports
  - Financial statements for 2024/25 were approved. Ended the year with a small surplus \$3,049.
  - Annual General Meeting will be held on June 5, 2025, at 5 pm at Maritime Express Cidery.
  - Application submitted to the Tourism Digital Assistance Program-Communities (TDAP) to support downtown Kentville rebranding.
- Decisions
  - Financial statements unanimously approved
  - Approval of Strategic Plan tabled to next month's meeting

### Events and Meetings:

Meeting 1: May 12, 2025- Public Hearing COGs development

Meeting 2: May 12, 2025- Council Advisory Committee

Meeting 3: May 13, 2025- Kentville Business Community

Meeting 4: May 14, 2025- Investment Advisory Committee

Meeting 5: May 15, 2025- Meeting with CAO Chris MacNeill

Meeting 6: May 21, 2025- Town Draft Operating Budget meeting

Meeting 7: May 26, 2025- Council

Event 1: May 6, 2025- Skatepark opening of shade shelter



## Samantha Hamilton, Councillor May 20, 2025

### Highlights:

This report covers the period from April 22 to May 20, 2025. The past month included community engagement through events, including the Home Show and Spike Run, strategic energy mapping and sustainability discussions, and ongoing collaboration with the Council and the CAO through goal setting. I also took part in public engagement for Police Week.

### Committee and Commission Appointments:

#### Committee 1:

- **Environmental Task Team— QUEST Energy Mapping Workshop**, a valuable tool for understanding energy usage and planning future sustainability initiatives.

#### Committee 2:

- **Board of Police Commissioners – May 9**  
I could not attend the **Board of Police Commissioners** meeting in May.

### Events:

- **Event 1:** I attended the **Kentville Home Show** from April 25 to 27 at the Kentville Arena, which was a wonderful opportunity to connect with residents and see what local businesses offer.
- **Event 2:** Enjoyed breakfast at the **Lions Club Breakfast**, then volunteered at the **Spike Run**, where I had a blast handing out medals and cheering on runners.
- **Event 3:** I joined **Coffee with the Cops** at Tan Coffee on May 12 to help kick off **Police Week** — a great opportunity to connect with community members and local officers.

### Meetings:

- Meeting 1: **Council Meeting – April 28**
- Meeting 2: **Appeal Hearing for Hibou Court (prior to CAC) on May 12**
- Meeting 3: **Council Advisory Committee Meeting – March 10**

- Meeting 4: **Meeting with incoming CAO– May 15**  
Council and the CAO for a **goal-setting session** were both productive and energizing as we focused on Kentville's future direction.

## **Closing Remarks:**

This has been a busy and engaging time as we continue to work toward a shared vision for Kentville. I completed my Code of Conduct training this month, which reinforces the importance of respectful and transparent leadership. Through open dialogue, public input, and thoughtful planning, we can continue moving forward together. As the season changes, I'm especially looking forward to celebrating Apple Blossom and the community spirit it brings. As always, please feel free to reach out with any questions, ideas, or feedback.

Respectfully submitted, Councillor Samantha Hamilton

## **Councilor – Cathy Maxwell**

**DATE- May20/25**

**Highlights:** Since my last report I have attended the April 28<sup>th</sup> Council Meeting and Public Hearing on the Subdivision Bylaw Change. I missed the May 12<sup>th</sup> CAC Meeting and Public Hearing for Hibou Development Land Use. I was out of town on a vacation.

### **Committee and Commission Appointments:**

#### **Committee 1: Heritage Committee, May 15<sup>th</sup>**

##### Key Agenda Items:

This was a very productive meeting. Councillor Baker gave regrets, but all other members were in attendance. The group identified 12 locations for possible Heritage Designation in our town. This is only scratching the surface. We will bring several forward for approval by Council soon. A few locations are very historic and interesting, examples include the site of the last hanging in Kentville, The Kentville Heritage Center, Two bridges on the Harvest moon Trail, Horton Corner (former name for Kentville before Inaguragation),Oak Grove Cemetery etc

##### Discussion or Decisions:

The Heritage Committee looks forward to developing a map of Kentville with Designated sites that can be put into The VIC and heritage Center for tourism. The group is also intent on developing a registry of historical landmarks for the town.

#### **Committee 2: Student Bursary Meeting**

This committee will be meeting soon and high school students from the Town of Kentville should fill out the application form which can be obtained at your school and from our Deputy Clerk Jennifer West at Town Hall.

#### **Committee 3: Inclusion and Accessibility Committee**

This committee

has not met since February 21. This is an important Committee, and I want to encourage the Chair to get us back to work asap. If this can not happen, I suggest the committee be disbanded and a new committee struck. This work should not be delayed any longer.

#### **Events and Meetings:**

April 27/25 Home Show at Centennial Arena

May 18/25 Holi Festival

\

Training and Development:

## Cate Savage – Councillor Savage

### Highlights:

This past month was a tad heavier as we are now getting into budget and audit for TOK and also RS. Meetings and synopsis noted below.

Last Council Meeting – April 28<sup>th</sup>

Last CAC – May 12<sup>th</sup>

### Committee and Commission Appointments:

#### Committee 1:

##### IAC – May 14<sup>th</sup>

The US is getting what they wanted – inflation is down. Unemployment is down. From an American perspective ..things are working and we are leaning into the US markets ever so cautiously. Inversely here in Canada, our inflation is up as is our unemployment. As at May 13<sup>th</sup> our portfolio stood just north of 14M „the strategy is working. Our money weighted net is 1.022 against the balanced income CAD of 1.53 but that was on April 30<sup>th</sup> ....

The majority of the portfolio is energy..materials and of course financials.

#### Committee 2:

##### RSC – April 8<sup>th</sup>

No meeting this past month –

There has been much discussion and meetings w regards to the RS lagoon smell – air is the fix – air in lagoon #1 – consultants identified a lack of oxygen in this primary treatment lagoon as the main cause of the odor this spring. Portable Lagoon masters have been installed on site to get more air into lagoons with challenging odors / cleaner water from healthier lagoons is being transferred so as to dilute the contents of the first lagoon ..further a blower was added to the system May 14<sup>th</sup> in efforts to deliver more air to the new diffusers that were installed in Lagoons ½ over the last 2 years.

Expert advice is being taken into account ...we all want the smell to dissipate.

## **Committee 3: BOPC**

**May 9<sup>th</sup> –**

The operating budget was proposed and passed unanimously where by the BOPC would recommend to council. We see benefits being the largest increase as per collective agreements. Some other line items worth noting – operations communication (dispatch)

Strat plan was introduced to council and it was well received.

Discussions around staying on track where the town is concerned was also well received – the Chief spoke of the unhoused and the impact same is having on the community at large.

## **Events and Meetings:**

**April 26<sup>th</sup> – Home Show Kentville Arena**

**April 28<sup>th</sup> – Public Hearing – proposed subdivision bylaws amendments re primary and secondary services**

**May 3<sup>rd</sup> – Funeral – resident of Kentville Russ Payne – a beautiful man to be remembered fondly**

**May 6<sup>th</sup> – Rotary Charter Night where Chief Marty Smith was awarded the PH Fellow award – a most prestigious award**

**May 12<sup>th</sup> – coffee w a cop! Well attended and thanks to the DC and team for being ready and available**

**May 12<sup>th</sup> – special council meeting – appeal Hibou Court**

**May 18<sup>th</sup> – Holi Colour Festival**

**May 21<sup>st</sup> – Operating Budget Meeting**

## **Training and Development:**

**N/A**



## **Mayor Andrew Zebian** **May 26<sup>th</sup>, 2025**

### **Committee and Commission Appointments:**

**Committee 1: May 21st: IMSA**

#### **KINGS TRANSIT**

Four vehicle breakdowns last week led to temporary route closures and added pressure on available units. Fleet condition remains a challenge, with several buses out of service for repair or inspection. Planning for future replacements continues. Operating at full staffing level.

**Committee 2: May 21<sup>st</sup> Draft Operational Budget Presentation to Council 4 pm.**

### **Events and Meetings:**

**April 25<sup>th</sup> 2025: Kentville Home Show. Great turnout.**

**April 28<sup>th</sup> 2025: Council Meeting 5 PM Subdivision Bylaw Amendments**

**April 28<sup>th</sup> 2025: Council Meeting** Some of the highlights of this meeting was working towards increasing residential density in the C1 and C3 zones. As well as the purchase of the Healy Property to accommodate the Donald E Hiltz Connector Road.

**May 6<sup>th</sup> 2025: Skate Park-** I was excited to cut the ribbon cut at the skate park to unveil the new shade structure. Funds generously donated by the Canadian Dermatology Association allowed us to add this beautiful rest spot for folks seeking shade, which is one way to protect your skin from UV rays. This structure is another addition to one of our facilities. We create facilities but we keep making them better and this is another

example of this space has been enhanced for people of all ages to come visit and utilize the space.

**May 12<sup>th</sup> 2025: Rotary Club Kentville.** Another great meeting learning about what this great group of people do for the community. I also enjoyed listening to Kings County Mayor Corkum, give a great speech on his life and how he entered into municipal politics.

**May 12<sup>th</sup>, 2025: Council Advisory Committee Meeting**

**May 12<sup>th</sup>, 2025: Site Plan Approval Appeal Hearing-** A site plan approval application was received on February 6, 2025 for the development of six 8-unit residential buildings at PID 55266134 (Phase 3 of the Hibou Court development). The Development Officer approved the application on April 3, 2025, and notification letters describing the appeal process were sent to property owners within a 30m radius on April 4, 2025. One appeal was received within the 14-day appeal period which led to the scheduling of this appeal hearing. Council voted to uphold the decision of the Development Officer as our planning documents were in support of this development.

**May 15<sup>th</sup> 2025: Council met with our recently hired CAO, Chris McNeill to discuss plans and goals.** Some of these topics included stormwater management, regional recreational center, rink facility and infrastructure upgrades. Mr. McNeill brings a lot of experience to this role and will be a tremendous aid to Council once he commences employment in July of this year.

**May 18<sup>th</sup> 2025: Holi Festival.** A great celebration of Asian history. This event did not disappoint. I was at the event all afternoon and it was amazing to see how much it had grown since last year. The weather didn't keep anyone away and a week later, I am still cleaning chalk dust out of my ears. The organizers of the event should be very proud. As I stood there being coloured with dust, I looked at my young children and realized how lucky they were to live in Kentville. When I was their age, I often felt like the only one in my class with roots connected outside as my Father and Mother were from Lebanon and Syria. It's beautiful to see us celebrating and learning about cultures, right here in Kentville! Kentville continues to grow and become a diverse Town and it makes me so proud to not only witness this but be a part of it! Thank you to everyone who

made this afternoon so special and colourful! Special thanks to Lindsay Young who always puts her special mark on every event making it the best, year after year.

**May 22<sup>nd</sup> 2025:** KCA Grade 7 Students Hosted @ Town Hall. This class experienced a year of 3 elections, municipal, provincial and federal. They were interested to learn what goes on in our space and what kinds of decisions are made at the municipal level.

**May 22<sup>nd</sup> 2025:** Meeting With MP Kody Blois

**May 24<sup>th</sup> 2025:** I was invited to attend “Enchanted” at Horton- On behalf of Canta Mara Youth Choirs of the Annapolis Valley. Canta Mara is the biggest youth choir organization of its kind in the Maritimes - recognized nationally for its mission to give children and youth extraordinary choral experiences and musical education grounded in community, artistic excellence, and personal growth. They showcased the talents and hard work of four choirs as they lead audiences on a journey through beloved myths, legendary tales and cherished folklore from diverse cultures and traditions. It included Greek gods, dragons, trolls, and even beloved classics from Alice in Wonderland and The Lord of the Rings.

**Month of May:**

Various meetings/phone calls with Acting CAO Matheson.

Conversations with our newly hired CAO.

Meetings with residents over various concerns.

\*I'd like to wish Kentville resident, Winnie Palmer a very happy 100<sup>th</sup> Birthday. Mrs. Palmer turned 100 not long ago!

**Town of Kentville**  
**Legal fees**  
**2024-2025 Fiscal Year**  
 As at March 31, 2025 (Unaudited)

Category by Legal Matter	Administration	Planning	General	Economic Development Legal	Engineering	Kentville Police	Recreation Dept
				Registration	Public Works		
Contracts	7,722	1,933	823	252	2,373		2,086
General Governance	11,039						
Legal Counsel	48,222	5,266	10	47	663	10	
Regulatory Compliance	2,329	6,970					
Litigation	(9,457)		471			9,050	
Labour	26,188				9,735	2,474	
<b>Grand Total</b>	<b>86,044</b>	<b>14,169</b>	<b>1,303</b>	<b>299</b>	<b>12,771</b>	<b>11,533</b>	<b>2,086</b>



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Appointment of Resident to Committees**

At the April 14, 2025 meeting of Council Advisory Committee, Interim CAO Kevin Matheson presented a citizen recommendation to sit on the Kentville Water Commission and the Kentville Sourcewater Protection Advisory Group.

#### **Council Advisory Committee recommends**

**That Council approve the appointment of Mike Cameron to be a voting member of the Kentville Water Commission and the Kentville Sourcewater Protection Advisory Group.**

April 28, 2025

This recommendation is based on discussion and or reports which are attached.





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Interim CAO Kevin Matheson  
354 Main Street  
Kentville, NS  
B4N 1K6

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[cao@kentville.ca](mailto:cao@kentville.ca)

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April 14, 2025

RE: Citizen Appointment – Water Commission and Source  
Water Protection Advisory Group

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As stated in Policy Statement G57 “Committees of Council”, Council has the right to appoint citizens to each committee, based on the required skills and experience needed. For the Kentville Water Commission and the Kentville Sourcewater Protection Advisory Group, after recruitment for members through social media and on the website, Mr. Mike Cameron has volunteered to sit on this committee.

Staff recommend that Council appoint Mike Cameron to be a voting member on the Kentville Water commission, and oh the Kentville Sourcewater Protection Advisory Group

Interim CAO Kevin Matheson

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correspondence

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From Mayor Zebian <azebian@kentville.ca>

Date Wed 5/21/2025 9:06 AM

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:** Sunday, May 18, 2025 9:39 AM

**To:** Mayor Zebian <azebian@kentville.ca>

**Subject:** Disgusting Smell

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

Your Worship,

It's Bob Jardine again and this email is offered with all due respect for your office and for your ability to pressure other stakeholders.

I think it's important that residents advise you each and every time they cannot use their backyards or enjoy Kentville outdoors because of the sewage smell.

Accordingly, this is to advise that we could not work in our garden/yard on Alicia Blvd yesterday because of the stench nor can we walk our dog in the Gorge this morning.

I intend to inform you every time our ability to "Take a Deep Breath" or enjoy "A Breath Of Fresh Air" is restricted. You have to get help to have this matter addressed. Federal/Provincial/Other Municipal Governments. No more Band-Aids and no more excuses. The plant cannot handle the loads.

Please have a look at the link below to see other comments regarding this urgent matter.

[New Minas and Kentville SMELL | Facebook](#)

Again, I offer my comments with respect but much disappointment.

Bob Jardine

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**correspondence**

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**From** Mayor Zebian <azebian@kentville.ca>

**Date** Wed 5/21/2025 9:06 AM

**To** Jennifer West <jwest@kentville.ca>

---

**From:** Debra Jardine <rdljardine@gmail.com>

**Sent:** Tuesday, May 20, 2025 11:02 AM

**To:** Mayor Zebian <azebian@kentville.ca>

**Subject:** Re: Once Again

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

Mayor Zebian,

I acknowledge that Kentville does not own the facility and I appreciate that you and your Council are not to blame for the existing issues.

However, the link that I provided in a previous email to you confirms that complaints about the smell from the facility originated at least seven years ago and both the smell and the incidence rates have grown each and every year since (during which time the County/Commission has unsuccessfully dealt with the matter and has tried to appease residents by issuing "updates"). Interestingly, and not surprisingly, the matter has greatly worsened since the construction of apartments at Miners Landing. And again, not surprisingly, the County seems to be considering all sorts of causes EXCEPT overloading of the plant and its very probable inability, after years of depreciation, to process existing quantities of sewage.

To bring the matter to a head and to get the necessary support from other levels of government, Kentville must use its influence to tell developers that no further applications for sewage applications will be considered until verifiable progress has been shown at the Plant and that appropriate officials are happy that overloading is not an issue. That will at least force people like Brison to run off to their political cronies to get funding for research, assistance, or even infrastructure replacement. Those cronies were quick to provide funding for a secondary road development on Donald Hiltz when the lack thereof seemed to pose problems for Brison's development plans.

We voted for you and the Council to act on our behalf, not to accept everything Kings County tells you in "updates" at face value.

Please have the courage to place the suggested moratorium on sewage application approvals until such time as something positive occurs. Otherwise, nothing is going to change.

Thank you for affording me your ear.

With respect,

Bob Jardine

On Tue, May 20, 2025 at 8:21 AM Mayor Zebian <[azebian@kentville.ca](mailto:azebian@kentville.ca)> wrote:

Good Morning Bob,

Thanks for your emails. The Town of Kentville does not own the sewage treatment plant. We have one Councillor who sits on the Regional Sewar committee (Councillor Savage).

The Town of Kentville does pay the most but the sewage treatment plant belongs to the County of Kings. We are in conversations with the County and we're told an update is coming soon.

Warm Regards,



Andrew Zebian  
Mayor

m: [902-599-7326](tel:902-599-7326)

e: [azebian@kentville.ca](mailto:azebian@kentville.ca) | w: [www.kentville.ca](http://www.kentville.ca)



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**From:** Debra Jardine <[rdljardine@gmail.com](mailto:rdljardine@gmail.com)>

**Sent:** Monday, May 19, 2025 2:13 PM

**To:** Mayor Zebian <[azebian@kentville.ca](mailto:azebian@kentville.ca)>

**Subject:** Once Again

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

Your Worship,

Again, with respect, the smell prevents me from working in my yard. A contractor that I have working here asked me what the foul smell was?

That's 3 of the last 4 days.

Bob Jardine