

KENTVILLE WATER COMMISSION SPECIAL MEETING

Meeting Minutes December 17, 2025

PRESENT

Mayor Andrew Zebian
CAO Chris McNeill
Deputy Mayor Debra Crowell
Councillor John Andrew
Councillor Cathy Maxwell
Director of Engineering and Public Work, Dave Bell
Project Engineer Ahmad Kadri
Director of Finance Wanda Matthews
Recording Secretary Carla MacDonald
No Citizen Member to date

Regrets / Absent:

Councillor Cate Savage
Kentville Fire Department, Chief Scott Hamilton
Councillor Doug Gates, County of Kings
Director of Planning and Development Darren Shupe
Councillor Rob Baker
Councillor Samantha Hamilton

Voting members: *The Mayor as chairperson, three (3) councillors, one (1) citizen representative, one (1) representative from the Kentville Volunteer Fire Department, and one (1) representative from the County of Kings (as per Town of Kentville Policy G57 Committee of Council 4.14.1.2).*

With a voice but no vote, *the CAO, Director of Planning Town of Kentville, Director of Public Works Town of Kentville and representative from the Department of the Environment provide technical expertise (as per Town of Kentville Policy G57 Committee of Council 4.14.1.2).*

1. CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 1:25 a.m.

Note: *“Points from Discussion” show various comments made by individual members during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

2. APPROVAL OF THE AGENDA – was not approved as there was no quorum at the specific time in the meeting when Chair asked for approval. One voting member was on their way and Chair starting meeting as it was already delayed 25 minutes.

**That the agenda for Wednesday December 17, 2025 Kentville Water Commission Special meeting be approved, moved by _____ and seconded by _____ .
MOTION CARRIED**

3. NEW BUSINESS

- a. Water Rate Study Review Presentation by G.A. Isenor Consulting Limited and Blaine S. Rooney Consulting Limited.

Mr. Blaine S. Ronney from Rooney consulting limited mentioned during his presentation/briefing that the Town of Kentville is currently in a two-block rate, what does this mean? refers to a water billing structure where the price charged per unit of water changes after a specific volume of consumption is reached. The total water usage is divided into two distinct volume brackets (blocks), each with a different price per cubic meter or gallon. Mr. Rooney is recommending that this two-block rate be phased out. This would encourage conservation, financial stability and equity. Town of Kentville has abundant amount of ground water which makes treatment costs lower and water does not have to be treated as frequently.

Mr. G.A. Isenor of G.A. Isenor Consulting Limited presentation of the Kentville Water Commission Water Rate Study in Association with Blaine S. Rooney Consulting Limited broke down the report that was provided.

The Water Rate Study involved the break down of **Rates and Charges** which included the following:

- Rates.
- Public Fire Protection Rate.
- Rates for Sprinkler Service.
- Water for buildings or works under construction.
- Private Hydrant Connections Rates.
- Rates for water supplied from fire hydrants.
- Charges for re-establishing water service.
- Account creation fee.
- Disconnection fee.
- Special service charge.
- Dishonoured payments.
- Charge for missed appointment by customers.
- Charge for collection visit.

In addition, the Water Rate Study includes *Scheduled Rules and Regulations* Governing the supply of water and water Services.

This consist of:

- Liability for Payment of Water Bill.
- Deposits.
- Refusal of Service.
- Billing.
- Payment of Bills.
- Adjustment of Bills.
- Meter Reading.
- Estimated Reading for Billing Purposes – Metered Customers.
- Suspension of Service for Non-payment Bills.
- Water to be supplied by meter.
- Installation and removal of meters.
- Meter readers.
- Access to customer’s premises.
- Location of meters.
- Damage to water meters.
- Meter testing.
- Plumbing to be satisfactory.
- Remote registering water meters.
- Request for extensions of service.
- Cross connection control and backflow prevention.
- Alternate water supply prohibited.
- Dangerous Connections.
- Prohibited Devices.
- Improper use or waste of water.
- Service pipes.
- Repairs to services.
- Deposits in advance.
- Unauthorized extensions, additions, or connections.
- Season for laying pipes.
- Private Fire Protection.
- Reselling of water.
- Liability of Commission.
- Interference with Commission property.
- Suspending service for violation.
- Theft of service.
- Resumption of service.
- Sprinkler service mains and hydrant system.
- Pressure reducing valves.
- Pressure relief valves.
- Request for Extensions of Service
- Water Conservation Directives
- Curb Stop/Control Valve Service Box

The process of submitting a Water Rate Increase Study to the Nova Scotia Regulatory Appeals Board (NSRAB) is as follows:

1. **Preparation & Council Approval;** the utility prepares a rate study outlining proposed rates, monetary impact, and justification. Municipal Council must pass a resolution authorizing the application.
2. **Application Submission;** The Utility files an application with the NSRAB, including the rate study, petition, affidavit and resolution.
3. **Review Process;** Board staff reviews the application, often issuing information requests to the utility for clarification.
4. **Public Hearing;** A public hearing is scheduled usually 8-10 weeks after the complete application is filed. The Board drafts a public notice for the utility to advertise.
5. **Participation;** The public can submit written comments, speak at the hearing, or request formal intervenor status.
6. **Approval and Implementation;** The Board reviews the evidence, including capital project needs, and issues a decision approving, denying, or adjusting the rates.
7. **For Minor or Specific Rate Adjustments,** The Board reviews the evidence, including capital project needs, and issues a decision approving, denying, or adjusting the rates.

Resolution

MOTION OF THE KENTVILLE WATER COMMISSION AT A DULY CALLED MEETING OF THE COMMISSION HELD ON DECEMBER 17, 2025 MOVED BY DEPUTY MAYOR CROWELL AND SECONDED COUNCILLOR JOHN ANDREW.

THAT THE KENTVILLE WATER COMMISSION APPLY TO THE NOVA SCOTIA REGULATORY AND APPEALS BOARD FOR CHANGES IN ITS RATES FOR WATER AND WATER SERVICE, FIRE PROTECTION TO THE TOWN OF KENTVILLE AND THE MUNICIPALITY OF KINGS COUNTY AND CHANGES TO ITS RULES AND REGULATIONS FOR CUSTOMERS SERVED BY THE COMMISSION, AS SET OUT IN THE WATER RATE STUDY PREPARED BY G.A. ISENER CONSULTING LIMITED IN ASSOCIATION WITH BLAINE S. ROONEY CONSULTING LIMITED.

MOTION CARRIED

Voting members present who voted in favour.

Mayor Zabien, Deputy Mayor Crowell, Councillor Andrew, Councillor Maxwell

4. PUBLIC COMMENTS - none

5. ADJOURNMENT

Adjourned at 2:12 p.m.

X 

Meeting minutes approved by chair Mayor Andrew Zebian

