

## **Town of Kentville Council Advisory Committee Meeting**

October 14, 2025, 4:00 pm, Kentville Town Hall

4:00 pm

### **1. IN-CAMERA**

(a) Code of Conduct Complaints Proceeding to the Investigation Stage (2)

5:00 pm – Regular Meeting

### **2. CALL MEETING TO ORDER AND ROLL CALL**

### **3. APPROVAL OF THE AGENDA**

### **4. APPROVAL OF MINUTES**

(a) Council Advisory Committee meeting minutes, September 8, 2025

### **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance Department Report

(b) Planning and Development Department Report

(c) Parks and Recreation Director's Report

(d) Police Chief's Report

(e) Engineering and Public Works Report

### **6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

(a) Capital Project Update: Memorial Pool Renovation

(b) Terms of Reference for Nominating Committee Report

1. Terms of Reference for Nominating Committee

### **7. NEW BUSINESS**

(a) Noise By-Law Report

1. Town of Kentville Bylaw 201

### **8. CORRESPONDENCE**

### **9. PUBLIC COMMENTS**

### **10. IN CAMERA**

(a) In-camera Minutes Approval from Sept 8 and Sept 29

### **11. ADJOURNMENT**

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TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: September 8, 2025

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

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

Mayor Andrew Zebian called the meeting to order at 4:00 p.m. and gave a land acknowledgement.

Chief Administrative Officer (CAO) Chris McNeill reported the following members of Council and staff were present:

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

### **Council:**

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

### **Staff:**

- Dave Bell, Director of Public Works and Engineering
- Alisha Christie, Recording Secretary
- Craig Langille, Director of Parks and Recreation
- Chris McNeill, Chief Administrative Officer
- Wanda Matthews, Director of Finance
- Darren Shupe, Director of Planning and Development
- Marty Smith, Chief of Kentville Police Service

## **REGRETS**

None

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*Pending Approval*

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## DECLARATIONS OF CONFLICT OF INTEREST

None

## 2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Crowell and Councillor Savage

That Council Advisory Committee recommend  
to the September 29, 2025 meeting of Council,

**That the agenda for the Council Advisory Committee meeting of  
September 8, 2025, be approved.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 3. IN-CAMERA

It was moved by Councillor Andrew and Deputy Mayor Crowell

That Council Advisory Committee recommend  
to the September 29, 2025 meeting of Council,

**That Council Advisory go in-camera.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(a) Contract Negotiation**

## **RECESS**

At: 4:43 pm

## **RESUME**

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

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## 4. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, July 14, 2025.

Addition: Business park, change Mayor Zebians' vote from negative to positive

## 5. PRESENTATIONS

### (a) Climate Community Capacity Update

Sofia Munoz, the Clean Foundation's Community Climate Lead for the Town of Kentville, presented an update on the Community Climate Capacity Program (CCC), highlighting key achievements, including a review of projects completed in the first year of the three-year program agreement. Projects included Natural Stormwater Management in Oakdene Park, QUEST Energy Planning and Bird Friendly Kentville. The presentation included future projects for year 2 of the programs, with a goal of completing a Community Climate Risk Assessment, Urban Forestry Management, and supporting the in-house development of the new Municipal Planning Strategy.

*Presentation available for more information*

Discussion

- Council inquired about the Climate Risk Assessment, and if the Dillon Stormwater Management Master Plan Report will be included. Sofia confirmed that the report will be incorporated into the development of the Assessment.

## 6. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### Directors Report

Director Wanda Matthews presented the report for the period ending August 31, 2025, highlighting key developments, including the Water Utility Rate study and the Human Resource Needs Assessment, both of which are currently underway. As well as provided an update on the Status of tax billing of the 2024/2025 tax bills

Director Matthews noted that 2018-2019 is the last time for a sewer rate increase. The Director noted that the agreement with the County of Kings has seen substantial increases. The statement of operations

*See report for more information.*

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## Discussion

- Council inquired about the current monthly deficit from sewer and water. Director Matthews clarified that staff are working toward a new rate plan to reduce the deficit. The earliest the rate could change would be Oct 1<sup>st</sup>
- Councillor inquired about the sewer rate adjustment, and if it will be phased or an immediate increase. The director stated that staff will bring forward options for Council consideration.

## **(b) Planning and Development**

### **Department Report**

Director of Planning and Development Darren Shupe reviewed his department's report for July and August, highlighting that staff are working on a work plan for the Municipal Planning Strategy planning review. He also provided a review of July and August development permits, new planning applications, and subdivision applications. Staff continue to work on on-going applications. Director noted that Community Economic Development is working on the Pumpkin People Festival and reported that the Visitors Information Centre will be open until the end of October this year.

*See report for more information.*

## Discussion

- Council inquired about the Municipal Planning Strategy Review and asked about phasing the process. Director Shupe clarified that staff will bring forward phased changes to address developments.
- Council inquired about how planning fees are determined. Director Shupe noted that he can report to Council on how fees are created.
- Council inquired about the Plan Review and the Work Plan for the Plan Review. Director Shupe noted that the Work plan will note the timeline and phases of the plan review and what topics will be prioritized first for review.

## **(c) Parks and Recreation**

Director Craig Langille presented the Parks and Recreation department report for July and August, highlighting that program and aquatic numbers had been higher than in previous years. Fall programming has begun to roll out, Harvest Fest planning in underway and preparing for Pumpkin People. Parks staff transitioned to the Cenninal Arena on September 27th to ensure

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the facility is ready for the upcoming season. Baseball fields have increased in use with playoffs and Acadia.

Staff are working on a trail reopening plan, as trails have not received maintenance during the Provincial Woods Ban. Additionally, they are completing proper annual winterization and closing the facilities, including the Pool and Splash Pad.

*See report for more information.*

## Discussion

- Council inquired about comparisons from previous years regarding pool usage. Director Langille noted that the average is 115 users a day compared to 70 in previous years.
- Council inquired about mechanical issues at the pool. Director Langille reported zero closures due to mechanicals.

## **(d) Police Report Chief's Report**

Police Chief Marty Smith gave his July report with highlights, including an overview of July's highlights and initiatives, such as Camp Courage, as well as the Special Olympics torch run. Chief presented a statistics comparison between July 2024 and July 2025, a 36% increase in calls. Noted that the KPS youth program has launched and is currently still recruiting. In addition to a review of warrants and investigations.

*See report for more information.*

## Discussion

- Council inquired about the Community Crisis Navigator if other policing units had the same position, and what it would look like without the position. Chief Smith noted that the navigator position has an advantage in building trust in the community and with partners. Chief noted that there has been a lot of positive feedback regarding the position in the community.
- Council inquired about Camp Courage. Chief Smith stated that it is a program designed to allow members of the marginalized communities to gain understanding and opportunities in first-responder roles.
- Council inquired about the Municipal By-law investigations. Chief noted that the majority tend to be with unsightly premises investigations.

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## **(e) Engineering and Public Works**

### **Director's Report**

Director Dave Bell presented the Public Works report for July and August 2025, with highlights including two proposals received for the Residential Water Meter upgrade project, as well as infrastructure projects such as the Downtown AT project on Webster St., and Main St. storm pipe replacement, curb and sidewalk project. Director Bell stated the Donald E. Hiltz project is currently focused on water main installation and stormwater management infrastructure. Stormwater infrastructure maintenance continues on storm catch basins. The new street sweeper is set to arrive and will support storm system maintenance.

*See report for more information.*

### **Discussion**

- Council inquired about the investment in the Water Meters. Director Bell noted that the upgrade will increase meter accuracy.
- Council inquired about no-parking signs in areas around town. Director Bell confirmed that signs have been issued on narrow streets, Oakdene Terrace, Highland, as well as on the west end of town and changing parking stalls by Main St station.
- Council inquired about catch basin clearing. Director Bell noted that catch basins are cleaned annually with street sweepers
- Council inquired about Donald E. Hiltz's (DEH) stormwater systems and if they would decrease the water entering Michelle Brook and other areas during rainfall events. Director Bell stated that the DEH stormwater system will decrease the impact of the flow of Michelle Brook.
- Council inquired about the plan for the maintenance of waterways. Director Bell stated that the Town partners with Port Williams and New Minas to complete stormwater maintenance and awards a contract for storm and sanitary cleaning.

## **7. RECOMMENDATIONS**

### **(a) Valley Region Solid Waste-Resource Management Authority-Guarantee**

Director Matthews presented the Valley Region Solid Waste-Resource Management Authority (Valley Waste) borrowing resolution that requires a guarantee resolution from each of its municipal partners.

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It was moved by Deputy Mayor Crowell and Councillor Maxwell

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**That Council approve the guarantee resolution for Valley Region Solid Waste-Resource Management related to the 2025-26 fiscal year capital budget.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(b) Proposed Amendments to the LUB and Subdivision By-Law Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot Frontage Standards**

Director Shupe presented the first set of staff-led amendments to the Town's Land Use By-law (LUB) and Subdivision Bylaw (SB).

See the report for details.

It was moved by Councillor Savage and Councillor Andrew

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**To give First Reading and schedule a Public Hearing for proposed amendments to the Land Use By-law (LUB) and Subdivision By-law (SB) to:**

1. Establish phased subdivision approval provisions, including distinctions between local and collector streets;
2. Regulate limited-access street systems (cul-de-sacs, temporary turnarounds, looped streets);
3. Revise lot frontage requirements in the Medium Density Residential (R3) and High Density Residential (R4) zones;
4. Establish connectivity incentives linked to density bonusing;
5. Introduce collector street provisions requiring Town Engineer review where thresholds are exceeded;
6. Address legacy streets that exceed current standards; and
7. Require the reservation of corridors for future street



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connections, administered jointly by the Development Officer and Traffic Authority.

8. \*Require a phasing agreement at tentative subdivision for a phased development. \*

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **(c) Policy 100 Council and Committee of Council Report**

CAO Chris McNeil presented the draft new Policy 100 – Council and Committee of Council.

See the report for full details.

Changes will come to the Council Meeting at the end of the month

### **(d) Terms of Reference for Committees By-Law 100 Board of Police Commissioners**

CAO Chris McNeil presented new draft Terms of Reference for the following Committees of Council:

1. Finance and Audit Committee
2. Bursary Committee
3. Inclusion, Diversity, Equity and Accessibility (IDEA) Committee
4. Investment Committee
5. Planning Advisory Committee
6. Water Commission

See the report for details.

### **(e) By-Law 100 Board of Police Commissioners**

CAO Chris McNeil presented a new draft By-Law for the Board of Police Commissioners.

See report for details.

### **(f) Traffic Calming Report**

CAO McNeil presented a Traffic Calming report due to a request by a member of council.

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See the report for details.

**(g) Council support for Local Leadership for Climate Adaptation (LLCA)**

Strategic Initiatives Coordinator presented a report on staff's request for the Town to apply for the Green Municipal Fund's Local Leadership for Climate Adaptation (LLCA).

See the report for details.

It was moved by Deputy Mayor Crowell and Councillor Maxwell

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

**THAT Council approve the submission of a funding application to the 2026-2027 Green Municipal Fund Local Leaders in Climate Adaptation (LLCA).**

**MOTION CARRIED**

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

**(h) Council support for Grow Renewal and Infrastructure Development (GRID)**

Strategic Initiatives Coordinator presented a report on staff's request for the Town to apply the Province of Nova Scotia's Grow Renewal and Infrastructure Development (GRID)

See the report for details.

It was moved by Councillor Baker and Councillor Hamilton

That Council Advisory Committee recommend  
to the September 29, 2025, meeting of Council,

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**THAT Council approve the submission of a funding application to the 2026-2027 Provincial Growth and Renewal for Infrastructure Development Program (GRID)**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 8. CORRESPONDENCE

- (a) **Virginia Brooke**  
Nova Scotia Association of Police Governance (NSAPG) regarding  
Provincial Policing Review
- (b) **Becky Druhan, Attorney General and Minister of Justice**  
Provincial Attorney General and Minister of Justice Response to NSAPG  
Letter
- (c) **Dr. Rim Zayed, Regional Medical Officer of Health Public Health –  
Western Zone and Marsha Pothier-Foote, Director Public Health –  
Western Zone** Letter from Nova Scotia Public Health – Water Fluoridation

## 9. PUBLIC COMMENTS

- (a) **Nicole Ross – Chair of Kentville Inclusion Access and Advisory  
Committee**  
Regarding the proposed combining of the Equity and Belonging Committee and  
Kentville Inclusion Access and Advisory Committee.
- (b) **Rachel Creeser**  
Speak against the combination of the Equity and Belonging Committee and  
Kentville Inclusion Access and Advisory Committee.
- (c) **Kate Boasour**  
Speak against the combination of the Equity and Belonging Committee and  
Kentville Inclusion Access and Advisory Committee.

## 10. ADJOURNMENT

There being no further business to discuss:

**Council Advisory Committee adjourned at 8:59 pm.**

**MOTION CARRIED**

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*Pending Approval*

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Minutes Approved by Mayor Zebian



## TOWN OF KENTVILLE

### Staff Report to Council Advisory Committee

For the Month of September 30, 2025

### DEPARTMENT- FINANCE

#### Operations

- The evaluation of human resources service needs continues with data collection and analysis as well as leadership interviews being the focus for this project in September.
- Data collection and analysis for the Water Utility's five-year water rate study is substantially complete, with no confirmed date for report distribution to Town staff. Once the study is finalized, the Utility will submit the report to Nova Scotia Regulatory and Appeals Board along with the proposed rate adjustments.
- Department of Municipal Affairs (DMA) annual reporting requirements due September 30, 2025 with the following submissions made as follows:
  - 2025-2026 Statement of Estimates – Assessment (SOE A)
  - 2025-2026 Statement of Estimates – Budget (SOE B)
  - 2024-2025 Audited Consolidated Financial Statements which includes non- consolidated financial information
  - 2024-2025 Audit results
- The Financial Information Return (FIR) was released on October 1, 2025, with a submission deadline of October 31, 2025, for the 2024–2025 reporting period.
- Nova Scotia Regulatory and Appeals Board (NSRAB) annual water utility reporting requirements submitted September 25<sup>th</sup> including:
  - 2026-2029 Approved Three Year Capital Budget
  - 2026-2029 Approved Three Year Operating Budget
  - 2024-2025 Operations Compliance Certificate
  - 2024-2025 Audited Non-Consolidated Financial Statements

#### Financial

- The Sanitary Sewer Operating Budget and Rates for 2025-2026 and 2026-2027 were approved September 29, 2025, and have been uploaded into the financial system.
- YTD August Statement of Operations results are included in Appendix A. Revenue recorded totals 82.2% and expenses recorded totals 45.2% of their respective annual budgets, 42% of the way through the fiscal year.
- As of October 2, 2025, year-to-date capital expenditures total \$3,992,583, representing 33.3% of the overall capital budget. The capital project reallocation and resulting forecasted savings approved by Council on September 29, 2025, have been incorporated into this report. Please refer to Appendix B – Capital Investment Plan Update.
- Final tax levied in August 2025 was \$6,932,659 making the total for the 2025-2026 year \$13,879,493. Tax payments were due October 1, 2025, and 6.5% remained outstanding as of October 1.

Outstanding Tax Receivable Aging		
2025-2026	2024-2025	Prior Years
\$ 906,223	\$ 24,721	\$ 13,672

Respectfully submitted,

*Jill Sutherland for*

Wanda Matthews, CPA, CA

Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date August 31, 2025

## Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 45.2 % of **expenditure** budget used and 82.2 % of **revenue** budget recorded creating an overall surplus of \$ 7,026,333.

Overall budget utilization of revenue is significantly influenced by timing factors such as the bi-annual property tax billing cycle and the annual receipt of grant funding. On the expense side, utilization is affected by the timing of billings from external partners (often quarterly or annually), the progress of specific funded projects, seasonal variations in recreation and facility programming, and road transportation costs, which are typically concentrated in the fall and winter months. These timing differences affect the percentage of the budget expended. As the fiscal year advances, expectations may shift, and any significant budget variances will be addressed through forecast reporting.

Explanations of significant changes in revenue or expenditure rates between the current and prior year are provided below.

## Revenue

- Final **tax** levied based on property tax rate and the 2025-2026 property assessment value results in a total levy of \$13,879,493 for the current year.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall.
- **Conditional and unconditional transfers** – Variances compared to the prior year are largely due to the timing of grant and provincial funding, as well as the filling of a previously vacant, funded specialized police position in 2025.

## Expenditures

- **Debt charges** are incurred in accordance with a defined payment schedule, with the principal and first semiannual interest payments now recorded.
- **Administration** – The timing of annual IT maintenance and subscription fees, along with insurance premium payments in fiscal 2026, has resulted in higher expenditures during the first four months of the year compared to the average, and this pattern differs from the previous year.
- **Protective Services**
  - Police Core
    - Vacancy levels are minimal this year compared to the prior year.

Town of Kentville Operating Fund  
**Statement of Operations**  
Year to Date August 31, 2025

**Expenditures Continued:**

- Overtime expenses within the department currently range from 63% to 86% of the annual budget and are forecasted to be over budget. Overtime related to special events has reached 100% of the allocated budget; however, all special events for the year have concluded, and no further related overtime is anticipated. Some overtime was reimbursed by a third party and is recorded in revenue.
- Annual insurance premiums were recorded earlier this year as compared to the previous year.
- The gasoline allocation from Public Works has been accrued for five months based on last year's actuals.

**Fire**

- The semi-annual transfer of \$182,159 to the Kentville Volunteer Fire Department from the area rate has occurred.
- **Transportation Services** expenses reflect insurance premiums recorded earlier than in the previous year, while legal expenses have exceeded the full annual budget within the first five months. Maintenance costs at the Public Works building are higher than anticipated for this point in the year. Expenditures in other areas remain consistent with the prior year
- **Planning and Zoning** are fully staffed this year, whereas there were vacancies in these positions at the same time last year. Legal expenses have exceeded the full annual budget within the first five months while other areas are under budget.
- **Other Community Development** timing of the transfer to Kentville Business Community varied year over year.
- **Parks and Recreation**
  - Arena repairs exceeded prior year to date spending. In addition, annual insurance premiums were recorded earlier this year.
  - Seasonal programs bring spending higher than average over the summer months (e.g. Parks, day camps, swimming pool).
  - The extent of the Before and Afterschool Program expansion was reduced due to an inability to obtain sufficient staffing. Additional revenues for the program are expected.
  - Grant of \$25,000 has been received from CCTH for Active Communities Funding and is recorded in revenue.

# Town of Kentville Operating Fund

## Statement of Operations

For the Period August 31, 2025

APPENDIX A

Revenue	Annual Budget	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>				
Tax (including Industrial Park)				
Assessable property	12,902,655	12,890,102	99.9%	99.4%
Resource	77,661	77,661	100.0%	99.5%
Economic development	141,758	141,681	99.9%	99.9%
	13,122,074	13,109,444	99.9%	99.4%
<b>Area rates and frontages</b>				
Area rates	765,598	767,253	100.2%	99.7%
Special assessments	2,000	5,616	280.8%	408.5%
	767,598	772,869	100.7%	100.5%
<b>Based on revenue</b>				
Business property	32,670	32,670	100.0%	100.0%
<b>Other</b>				
Deed Transfer Fee	600,000	470,402		
<b>TOTAL TAXATION</b>	<b>14,522,342</b>	<b>14,385,385</b>	<b>99.1%</b>	<b>99.5%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>				
Federal and agencies	390,774	0	0.0%	0.0%
Provincial and agencies	178,590	0	0.0%	0.0%
	569,364	0	0.0%	0.0%
<b>SERVICES TO OTHER GOVERNMENTS</b>				
Provincial government	130,557	32,307	24.7%	0.0%
Local government	98,253	0	0.0%	24.3%
	228,810	32,307	14.1%	10.0%
<b>SALES OF SERVICES</b>				
Agencies	1,270,630	514,677	40.5%	34.0%
<b>OTHER REVENUE-OWN SOURCES</b>				
Fines, fees, permits	46,700	53,633	114.8%	48.2%
Rentals	402,633	33,250	8.3%	17.9%
Interest	200,000	99,289	49.6%	71.0%
Return on investments	660,000	0	0.0%	0.0%
Other	41,400	41,774	100.9%	52.6%
	1,350,733	227,947	16.9%	19.0%
<b>UNCONDITIONAL TRANSFERS</b>	<b>450,128</b>	<b>195,888</b>	<b>43.5%</b>	<b>49.1%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>183,094</b>	<b>84,635</b>	<b>46.2%</b>	<b>24.2%</b>
<b>FINANCING AND TRANSFERS</b>				
From reserves	407,030	161,391	39.7%	20.6%
<b>TOTAL REVENUE</b>	<b>18,982,131</b>	<b>15,602,230</b>	<b>82.2%</b>	<b>81.1%</b>



# Town of Kentville Operating Fund

APPENDIX A

## Statement of Operations

For the Period August 31, 2025

Expenditures	Annual Budget	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION				
Legislative	297,422	112,311	37.8%	39.2%
General administration	2,083,100	917,091	44.0%	40.2%
	2,380,522	1,029,402	43.2%	40.0%
PROTECTIVE SERVICES				
Police- core program	3,412,349	1,469,759	43.1%	37.1%
Police-sales of service	193,656	63,059	32.6%	33.7%
Law enforcement	148,279	47,319	31.9%	33.6%
Fire fighting	1,052,596	303,335	28.8%	29.0%
Protective service- debt charge	2,120	1,775	83.7%	0.0%
Emergency measures and other	212,205	91,547	43.1%	42.8%
	5,021,205	1,976,795	39.4%	35.3%
TRANSPORTATION SERVICES				
Common services	1,482,448	557,140	37.6%	38.5%
Road transportation	957,800	405,775	42.4%	45.8%
Public transit	437,251	285,266	65.2%	66.8%
Transportation- debt charge	62,411	40,285	64.5%	0.0%
Other	100,000	56,186	56.2%	49.0%
	3,039,910	1,344,652	44.2%	43.9%
ENVIRONMENTAL HEALTH SERVICES				
Solid waste collection and recycling	826,739	523,195	63.3%	58.6%
ENVIRONMENTAL DEVELOPMENT				
Planning and zoning	411,848	172,048	41.8%	26.5%
Other community development	497,856	215,069	43.2%	41.9%
	909,704	387,117	42.6%	35.4%
RECREATION AND CULTURAL				
Recreation-Administration	759,376	357,636	47.1%	46.3%
-Programmes (net)	125,505	97,016	77.3%	47.1%
-Facilities and Trees	1,037,345	467,167	45.0%	45.7%
-Debt charge	44,645	24,109	54.0%	0.0%
Cultural	141,184	62,786	44.5%	44.4%
	2,108,055	1,008,714	47.9%	45.0%
EDUCATION	2,324,456	961,580	41.4%	41.7%
FINANCING AND TRANSFERS				
Debt charge- principal	874,040	874,040	100.0%	0.0%
Transfers to allowances and reserves	1,497,300	470,402	31.4%	95.7%
	2,371,340	1,344,442	56.7%	53.1%
TOTAL EXPENDITURE	18,981,931	8,575,897	45.2%	42.5%
SURPLUS (DEFICIT)	\$ 200	\$ 7,026,333		



TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2025-2026  
YTD October 2, 2025

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Active Transportation	611,000	611,000	-	284,608	46.6%
General Administration	101,500	101,500	-	103,686	102.2%
Protective Services	186,400	215,100	(28,700.00)	124,606	66.8%
Transportation <sup>Note 1</sup>	4,394,850	3,384,010	1,010,840.00	939,326	21.4%
Expansion- Donald Hiltz Connector	5,500,000	5,550,000	(50,000.00)	1,788,708	32.5%
Planning and Development	78,000	78,000	-	-	-
Parks and Recreation <sup>Note 2</sup>	1,128,250	850,750	277,500.00	751,649	66.6%
<b>Total</b>	<b>\$ 12,000,000</b>	<b>\$ 10,790,360</b>	<b>\$ 1,209,640.00</b>	<b>\$ 3,992,583</b>	<b>33.3%</b>

Note 1	comprised of:					
	Equipment	496,000	493,150	2,850.00	493,110	99.4%
	Buildings	136,000	128,710	7,290.00	127,381	93.7%
	Streets & Lights	1,157,000	1,118,750	38,250.00	284,185	24.6%
	Sidewalks	1,552,850	1,552,850	-	987	0.1%
	Flood Mitigation	665,000	32,100	632,900.00	25,246	3.8%
	Storm Sewer	388,000	58,450	329,550.00	8,417	2.2%
		<b>\$ 4,394,850</b>	<b>\$ 3,384,010</b>	<b>\$ 1,010,840</b>	<b>\$ 939,326</b>	<b>21.4%</b>

Note 2	comprised of:					
	Green Spaces	25,000	25,000	-	12,739	51.0%
	Parks & Playgrounds	125,650	44,900	80,750.00	35,840	28.5%
	Sport Facilities	906,600	729,650	176,950.00	672,952	74.2%
	Buildings and Equipment	71,000	51,200	19,800.00	30,119	42.4%
		<b>\$ 1,128,250</b>	<b>\$ 850,750</b>	<b>\$ 277,500</b>	<b>\$ 751,649</b>	<b>66.6%</b>

<b>Town of Kentville</b> Capital Investment Plan Implementation Status Report October 2, 2025				
Department	Project Description	Budget (\$)	Forecast (\$)	Status
Administration	Server Room - Town Hall	71,500	71,500	Planning
Administration	IT Projects for Administration Systems	20,000	20,000	
Administration	Fencing- Generator	10,000	10,000	Planning
Transportation	Downtown Sidewalk Phase 2 (GIF)	611,000	611,000	Construction/Procurement
Transportation	Building Fire Escape Upgrades - Public Works	45,000	44,200	Construction/Procurement
Transportation	Building Paint & Siding Upgrades - Public Works	24,000	23,400	Construction/Procurement
Transportation	Two Way Radios	25,000	23,310	Construction/Procurement
Transportation	Fuel Pump Replacement- Town Fleet	42,000	37,800	Construction/Procurement
Transportation	Ornamental Street Lights	25,000	25,000	Planning
Transportation	Street Sweeper	496,000	493,150	Construction/Procurement
Transportation	DE Hiltz - Storm & Access Road Construction Phase I (ICIP)	150,000	200,000	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Design (ICIP)	5,350,000	5,350,000	Construction/Procurement
Transportation	Storm Water Master Plan Phase 1	500,000	6,100	Planning
Transportation	Park Street - Mitchell Brook Crossing Replacement	165,000	26,000	Tender
Transportation	South Main Street Sidewalk and Storm Sewer Replacement (Phase 1)	1,330,850	1,330,850	Construction/Procurement
Transportation	Prospect Avenue Curb, Sidewalk and Paving	222,000	222,000	Planning
Transportation	Spring Garden Road Storm Sewer Upgrades	320,000	50,000	Planning
Transportation	Apple Tree Lane Storm Sewer	68,000	6,550	Planning
Transportation	Memorial Park Storm Sewer	-	1,900	Construction/Procurement
Transportation	Provincial Trunk Roads Routes- Paving	1,000,000	1,000,000	Construction/Procurement
Transportation	Prospect Avenue Extension Curb, Sidewalk and Paving	132,000	93,750	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	30,000	Planning
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	28,000	Planning
Planning and Development	Ornamental Lights	20,000	20,000	Planning
Protective Services	Marked Patrol Vehicle	89,000	89,000	Construction/Procurement
Protective Services	Firearms - Sig Sauer P320 9mm pistols	37,700	37,700	Construction/Procurement
Protective Services	Body Armour Level 2	34,700	34,700	Construction/Procurement
Protective Services	SAFEKEEPER Evidence Drying Chamber	25,000	25,000	Construction/Procurement
Protective Services	Police - Technology	-	28,700	Construction/Procurement
Parks and Recreation	Tractor Bay Garage Door Replacement	20,000	5,000	Construction/Procurement
Parks and Recreation	New Plow and Mounting Hardware	16,000	16,000	
Parks and Recreation	Buyout of Tractor Lease	35,000	30,200	Construction/Procurement
Parks and Recreation	Electrical Services and Distribution - Safety fix	10,000	5,600	Construction/Procurement
Parks and Recreation	Arena Bleachers - Fix Seating	10,000	-	Construction/Procurement
Parks and Recreation	Condenser	221,600	221,600	Construction/Procurement
Parks and Recreation	Arena - Paving back parking lot Arena - Dehumidifier	150,000	-	Paving transferred to operating; funding redirected to dehumidifier replacement
Parks and Recreation	Tables and Transport Carts for Arena	15,000	12,900	Construction/Procurement.
Parks and Recreation	Pool Renovation	500,000	489,550	Construction/Procurement
Parks and Recreation	Culvert Bridge -Entry at Memorial Park and Walter Wood Playground	25,000	25,000	Construction/Procurement

**Town of Kentville**  
 Capital Investment Plan  
 Implementation Status Report  
 October 2, 2025

Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,300	Construction/Procurement
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	21,600	Construction/Procurement
Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	15,000	Construction/Procurement
Parks and Recreation	Batting cages (3)	75,000	-	Cancelled
	Budget Total	\$ 12,000,000	\$ 10,790,360	

**Legend:**

<b>Work complete</b> -Planning work complete -Tender Awarded -Asset procured -Construction Complete	<b>Work in progress</b> -Specifications developed -Tender documents at some phase of completeness -Construction work is in progress -Asset delivery pending -Final inspection pending	<b>Work not started</b> -Project approved and with Director or Chief to initiate procurement process for asset (infrastructure or equipment)	<b>Work deferred or cancelled</b> -Moved to future year -Cancelled due to cost escalation, requirements changing or funding loss
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# **Town of Kentville**

## **Staff Report to Council Advisory Committee**

### **Planning & Development**

#### **October 2025**

#### **Looking Forward**

Overall, planning and development applications continue to come forward at a steady pace. Focus for the department has been on determining how larger phased developments should be considered in the planning documents. Coordination of the plan review has made some advancement. Staff anticipate integration of strategic priorities as a key component in the creation of a workplan.

#### **Month in Review**

#### **Development Applications**

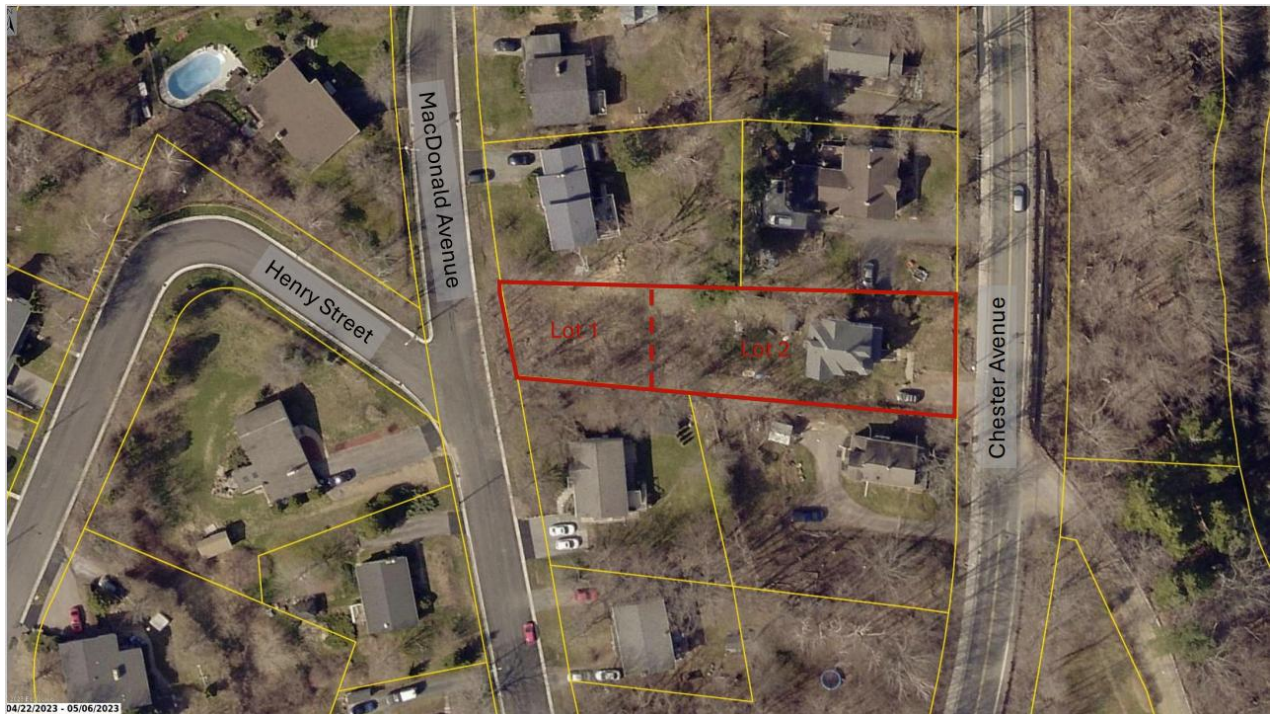
- **Development Permits:** Eleven development permits were issued in the month of September with an estimated construction value of \$1,452,557.
- **Site Plan Approval Applications:** No site plan approval applications were received in September.
- **Subdivision Applications:** Three subdivision applications were received in September and are depicted below:



## 14 Aberdeen Street



## 67 Chester Avenue





## 242 Chester Avenue



### Planning Applications New

- Brison Developments has requested that the Town consider a proposed amendment to the Land Use By-law that would allow, under specific conditions, the issuance of building permits prior to final subdivision approval. The intent of this amendment is to enable housing construction to proceed concurrently with infrastructure completion, while maintaining municipal oversight and safety standards. A Public Participation Meeting is scheduled for 5pm on October 30, 2025 in Council Chambers.

### Ongoing

- Staff-led proposed amendments to the Land Use Bylaw and Subdivision Bylaw to support phased development received First Reading on September 29, 2025. A Public Hearing is scheduled for October 27, 2025.
- Dr. Mubarek Alrafidi applied to rezone 157 Main Street (PID 55467070) from the One- & Two-Unit Dwelling (R2) zone to a Medium Density Residential (R3) zone to develop an 8-unit apartment building. Council approved this application at the September 29, 2025 Council Meeting. A

Notice of Decision has been advertised, and the appeal period will end on October 16, 2025.

- At the September 29, 2025 Council Meeting, Council approved amendments to the General Commercial (C1) Zone regarding amenity and parking requirements. A Notice of Decision has been advertised, and the appeal period will end on October 16, 2025.
- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024. Staff and the applicant are working towards finalizing the development agreement.
- An application to amend the Land Use Bylaw was received on February 7, 2025 to permit residential conversions within the Limited Commercial (C3) Zone. Council approved the proposed amendments to allow residential conversions of up to four units at their June 30, 2025 meeting. The appeal period for this decision ended on July 18<sup>th</sup> and is currently under review by the Provincial Director of Planning.
- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. Council directed staff to provide a letter of non-concurrence at the July 28, 2025 meeting. Staff awaits notification on next steps.

## **Community and Economic Development**

- The Pumpkin People Festival began on October 4th and runs until October 26th. We anticipate increased visitorship due to the forecasted weather (favourable for visitors if not for fire protection) and increased radio marketing. The Visitor Information Centre numbers are up significantly over previous seasons and we expect that trend to continue for the remainder of the month.

Respectfully Submitted,

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

Kirsten Duncan  
Development Officer,  
GIS/Planning Technician

Lindsay Young  
Community & Economic  
Development Officer

Ben Croll  
Development Officer,  
Planning Coordinator



# Permit Report

## September 2025

<b>Permit #:</b>	<b>4477</b>	<b>Permit Date:</b>	9/9/2025
<b>Value of Construction:</b>	\$500,000.00	<b>Fee:</b>	\$223.76
Single Unit Dwelling with attached garage			

<b>Permit #:</b>	<b>4490</b>	<b>Permit Date:</b>	9/2/2025
<b>Value of Construction:</b>	\$9,970.71	<b>Fee:</b>	\$24.93
Rear Deck (8' x 14') Attached to Dwelling			

<b>Permit #:</b>	<b>4474</b>	<b>Permit Date:</b>	9/10/2025
<b>Value of Construction:</b>	\$120,000.00	<b>Fee:</b>	\$95.90
ADU Addition to Main Dwelling			

<b>Permit #:</b>	<b>4491</b>	<b>Permit Date:</b>	9/11/2025
<b>Value of Construction:</b>	\$500,000.00	<b>Fee:</b>	\$223.83
Single Unit Dwelling with Attached Garage			

<b>Permit #:</b>	<b>4494</b>	<b>Permit Date:</b>	9/15/2025
<b>Value of Construction:</b>	\$10,086.33	<b>Fee:</b>	\$42.19
Install 2 windows in basement			

<b>Permit #:</b>	<b>4496</b>	<b>Permit Date:</b>	9/19/2025
<b>Value of Construction:</b>	\$6,500.33	<b>Fee:</b>	\$34.30
Renovate and level existing sun room			

<b>Permit #:</b>	<b>4497</b>	<b>Permit Date:</b>	9/19/2025
<b>Value of Construction:</b>	\$44,000.00	<b>Fee:</b>	\$26.78
Covered Deck (7' x 22')			

<b>Permit #:</b>	<b>4495</b>	<b>Permit Date:</b>	9/19/2025
<b>Value of Construction:</b>	\$160,000.00	<b>Fee:</b>	\$597.00
5th Self-Storage Facility Building (144' 10" x 26' 5")			

<b>Permit #:</b>	<b>4498</b>	<b>Permit Date:</b>	9/19/2025
<b>Value of Construction:</b>	\$44,000.00	<b>Fee:</b>	\$20.00
Finish construction of ADU for educational purposes			

<b>Permit #:</b>	<b>4500</b>	<b>Permit Date:</b>	9/25/2025
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$0.00
Fence (one 6' x 30' (wood) and one 4' x 140' (chain link))			

<b>Permit #:</b>	<b>4504</b>	<b>Permit Date:</b>	9/26/2025
<b>Value of Construction:</b>	\$50,000.00	<b>Fee:</b>	\$30.00
Demolition of Single Unit Dwelling and Accessory Structures			

## Activity Report

	September 2025		September 2024	
<i>PERMITS</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>	<i>Month Total</i>	<i>Year-to-Date Total</i>
<b>Number of Permits</b>	11	74	2	87
<b>Total Building Value</b>	\$1,452,557.37	\$28,729,989.21	\$700,000.00	\$41,504,817.60
<b>Permit Revenue</b>	\$1,318.69	\$21,794.48	\$1,128.80	\$30,300.72



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of September 2025  
Department of Parks and Recreation  
Presented on October 14, 2025**

**Administration and Operations**

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- Planning for Holly Days has begun – staff are finalizing the event schedule
  - Middle of October release
- Staff have applied to the After School Program grant for the Nature Kids Program through the Province of Nova Scotia
  - Maximum grant application is \$30,000
- Staff are implementing Amilia Software to all facility bookings going forward, with remaining sites being the arena and outdoor sport fields. This will allow more efficient processes and procedures.
- Staff have been allocated to REMO efforts

**Facilities and Operations**

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- Arena opened on schedule, and it is currently in use
- Arena Bookings for the 2025-2026 arena season
  - 89% of prime-time hours booked
- Staff finalized several capital projects in the month of September
  - Arena Condenser and valves
  - Arena Bleacher reinforcement
  - Electrical Switches in Arena
- Current projects in process
  - Culvert Bridge to Walter Wood Playground
  - KCA Swing Bridge Replacement
    - Scheduled to be completed October 6
  - Memorial Pool Renovation
- Remaining projects
  - Arena Parking Lot patch paving
  - New plow and mounting hardware
  - Tender posted for the arena dehumidifier
    - Scheduled tender closing of October 15 at 12:00pm

## Programs and Outreach

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- Program registration numbers:

Program	Fill %
Active 4 Life (2 sessions)	100
D&D Club	100
Yoga (2 sessions)	76
Body Blast	45
Fitness with Suzi	100
Pickleball	70
UP	Drop in
Nature Kids	100
Chair Yoga (NEW)	50
Nature Babies (NEW)	100

- (1) cancelled program – Poetry - lack of registration
- The Nature Kids Program (after school program) has 20 on the waitlist.
  - Registration is filled at 55
- Get Outside Play Dates - a series of playful Saturday mornings designed to get families outside, active, and connected. Each week features a new theme, with activities for all ages to enjoy (September 6 to October 25)
- SHIFT Partnership – Boccia – weekly program facilitated by recreation staff

### *Events that occurred in September:*

- Caribbean Festival – Sept 28<sup>th</sup>, Centre Square
  - This immersive celebration of Caribbean and African Nova Scotia heritage invited the community to enjoy a day of cultural exchange, entertainment and learning. The event saw over 400 people in attendance throughout the day.

### *Upcoming Events in October:*

- Harvest Festival – Oct 4<sup>th</sup>, Centre Square
  - The 2025 Harvest Festival will once again kick off the annual Pumpkin People celebration with a fun-filled day of family-friendly activities, live entertainment, and community engagement in downtown Kentville.
- Pumpkin People Festival – Occurs October 4-26
  - Haunted Hollywood Theme
  - Special thank you to Gerry Little
- Pumpkin Drop – Friday, Oct 31<sup>st</sup> – KCA

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Craig Langille', with a stylized, cursive script.

Craig Langille

Director of Parks and Recreation

# Aug 2025



ADMINISTRATION	2024	2025
SOT's	27	27
Foot Patrol	136	138
Criminal Code Charges	26	20
Calls for Service	335	371

## HIGHLIGHTS/INITIATIVES:

- Cdt/Cst Manny Reehal graduated from the APA and started his career with KPS
- Cst Kain Anzovino is helping Coach the Acadia Football team on his own time

## PATROL:

- Busy month with 371 calls.
- Completed 7 checkpoints
- 2 Impaired related charges
- 2 stolen vehicles recovered
- Attended the Multicultural Festival in Centre Square
- Vehicle stop resulted in a Possession of drugs for the purpose of trafficking charges
- Issued 27 Summary Offence Tickets (1 Provincial Fire Ban)

## TRAINING:

- Minimal training in August due to summer vacations. Training will pick up in September

## CES:

- Assisted shift with overflow of calls
- Hosted tours at KPS with youth groups
- Assisted shift with substantial CDSA seizure
- Connected with NS Health Western Zone for meeting on mental health and addictions

# Aug 2025



## CCN:

- Involved in 45 meetings with different stakeholders, some examples include Kings Senior Safety, Restorative Justice, Portal, Open Arms, People Worx, NS Health, and Victim Services
- Community Presence/Involvement-58 interactions
  - Sever house visits with members, Attended VRH with clients, Referrals sent to the Portal, checked on unhoused community several times
- 6 Referrals
- 76 Interactions with clients
- Attended 18 calls with Staff

## INVESTIGATIVE SECTIONS:

### GIS

- 8 active investigations
- Grandparent scam-charged a person from Quebec with Fraud over \$5,000
- Assisted shift with a Production Order
- Assisted shift with numerous calls due to shortages with summer vacations.

### SCEU

- 3 active investigations
- 2 search warrants executed
- Assisted KPS with a CDSA file
- Assisted MCU with phone examination

### CISNS

- Administrative work
- Site meeting with Supervisor
- Cultivated new sources
- Attended a local Police Service to discuss current issues
- Attended Wharf Rat Rally
- Intel meetings with local agencies
- Organized Crime Course
- Assisted SCEU with CDSA Warrant, large amount of cocaine seized
- Assisted DFO

### BY-LAW

- 51 parking Tickets
- 54 warnings
- 20 smoking By-Law charges
- Assisted KPS with 15 calls
- 2 Municipal By-Law investigations



## Town of Kentville

### Staff Report to Council Advisory Committee

#### Department of Engineering and Public Works

October 14, 2025

#### Programs and Operations

- **Kentville Water Commission:** We have awarded this year's residential meter contract to complete the replacement of approximately 380 residential meters. This year we will focus on the older phases of Palmetter, Glenwood and McDougall Heights subdivisions. At the current rate of replacement, it will take another 5 years to complete this Town wide meter replacement program greatly increasing both the accuracy of water used/billed and greatly reducing the time required to read the meters.
- **Sanitary Sewer Area Service:** We will begin notifying sanitary sewer area service customers about the approved sanitary sewer rate increases beginning first with the high use customers that are monthly billed then the quarterly billed customers.

#### Projects

- **Downtown AT Project:** This phase of the project, which included new curb and gutter, sidewalk, and milling and paving the section of Webster Street from Bridge Street to Aberdeen Street, is now complete. We are moving on to the next step: replacing the curb and asphalt sidewalk from the top of Church Avenue to Academy Street on Prospect Avenue which will better control the street runoff and its impact to homes and driveways along this steep stretch of Prospect Avenue and increasing pedestrian safety.
- **GRID – Main Street Storm, Sidewalk & Paving Project:** Construction is progressing, and we are now working on the second half of the storm sewer replacement portion of the project from Town Hall to Prospect Avenue. A grading crew will start working behind the pipe crew to prepare the first section for new curb and sidewalk. We remain confident that the project will be completed by December weather permitting.



- **Donald E. Hiltz Connector Road:** The D. E. Hiltz project is progressing well. The current focus is on watermain installation at the west end and storm water management components of the project including large box culverts in water courses and the construction of storm water management areas. During the hottest and driest parts of August the earthworks portion of the project was suspended but is set to resume on the far east end of the project this month. A 4000-gallon water tanker with fire pump is kept near the construction activity to reduce the risk of fire.
- **Public Works Building:** Necessary Capital upgrades to the Public Works building have been completed including two new fire escapes, exterior and interior painting and wall repair and Town fleet fuel pump replacements. Repairs and repainting for the upper level will be recommended in next years budget.
- **Storm Water Infrastructure Maintenance:** Ongoing in-house replacement and maintenance of catch basins, along with ditching within the right-of-way where required continues into the fall.

## **Public Engagement**

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

## **Meetings and Events**

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- Sept 8<sup>th</sup> CAC Meeting
- Sept 29<sup>th</sup> Council Meeting

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works

**Title: Terms of Reference for Nominating Committee**

Meeting Date: October 14, 2025

Department: Administration

**RECOMMENDATION**

**That Council approve the proposed Terms of Reference for a Nominating Committee.**

**SUMMARY**

Last month, Council approved several terms of reference documents for various committees going forward to reflect the future community and development needs of the Town and community. There is currently no formal structure in place to appoint persons to these committees, so it is being recommended that a nominating committee be established to consider council interest, as well as community fairness in the appointment of persons to the committees.

**LEGISLATION**

Section 23(1) of the *Municipal Government Act* states that the council may make policies:

- (a) respecting the date, hour and place of the meetings of the council and the notice to be given for them;
- (b) regulating its own proceedings and preserving order at meetings of the council;
- (c) providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that:

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.

(6) A committee member who is not a council member may be  
(a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and (b) reimbursed for expenses incurred as a committee member.  
(7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

## **BACKGROUND**

Over the past number of years, appointments to committees have been proposed or made by staff, by certain committees themselves, or by council on the recommendation of the mayor. This ad hoc committee appointment nature can lead to an imbalance of persons being appointed based on geography, gender, socio economic status, halo effect and horn effect, et cetera. A well-balanced diverse group of community and council appointments to committees' benefits individuals personally as well as the community overall.

## **IMPACT ON STRATEGIC PRIORITIES**

In 2025, effective governments need to be leaner and nimbler including with their committee structures, meetings, and work processes. This proposed committee will help streamline appointments to committees, assist with committee training, and allow for more consistent committee appointments.

## **IMPORTANT DATES OR BENCHMARKS**

Upon approval of the proposed terms of reference, Council will be asked to appointment two members to serve on this committee along with the mayor for its initial two-year term. Advertising has already begun for public members on each available committee and therefore the nominating committees work will begin very soon. Its first task will be to survey council members for their interest in serving on the available committees.

## **BUDGET IMPLICATIONS**

There are no financial implications with the proposed changes.

## COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, a selection process will be established and communicated to members of the nominating committee to use as a guideline for their recommendations.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer



## **Terms of Reference**

### **NOMINATING COMMITTEE**

#### **Purpose**

Nominating Committee shall provide recommendations to Municipal Council related to the appointment of members of council and community members to committees of council, as well as external committees or boards for which council is legally obligated to make appointments to, or voluntarily chooses to do so.

#### **Authority**

Section 23(1)(c) of the *Municipal Government Act* states that:

The council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds.

#### **Scope**

The scope of the Nominating Committee shall be limited to the review and screening of applications for Town committees and appointments by Town Council to external committees and boards when required according to deadlines, or when requested by council to do so. Upon the completion of this screening, the Nominating Committee shall make recommendations to Council respecting the appointment of council members and public representatives to each committee or board as applicable, including Chairpersons and Vice Chairpersons when required.

#### **Role of Chairperson**

The Chairperson shall be the Mayor and is responsible for chairing and facilitating all meetings, ensuring that appropriate advertising, fair application reviews take place, and clear recommendations are given by the Nominating Committee. The Chairperson shall also ensure that the Town's Nominating Committee's performance is reviewed annually.

#### **Role of Vice Chairperson**

A Vice Chairperson shall be appointed by the Nominating Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

## **Role of Deputy Clerk**

Deputy Clerk will be responsible to support the Nominating Committee in their review of all applications for appointments to committees within their jurisdiction.

Specifically, the Deputy Clerk shall carry out, or facilitate the carrying out of the following:

- a. keep an up-to-date listing of all committees, committee member appointments, and expiration dates; and
- b. prepare advertisements and advertise for all committee appointments approximately two months prior to their expiration dates; and
- c. accept and screen applications for appointments to committees for completeness and clarity of committee(s) applying for; and
- d. prepare reports for Nominating Committee including summary of each application and committee requirements for appointments; and
- e. advertise and attend Nominating Committee meetings, take minutes, and prepare follow-up reports with recommendations for Council; and
- f. notify all applicants of their application decision; and
- g. in conjunction with the Chief Administrative Officer, plan and prepare training and education for newly elected members.

## **Membership**

Membership on the Nominating Committee shall include three elected representatives from town council duly appointed by council pursuant to Section 200(6) of the *Municipal Government Act* with the Mayor being one appointee and acting as Chairperson.

## **Reporting Relationship**

Nominating Committee shall report directly to the Council of Town of Kentville and indirectly to the Chief Administrative Officer for operational and administrative support.

## **Duration of Mandate**

The mandate of the Nominating Committee shall be from November 1, 2025, to October 30, 2027, and is subject to renewal thereafter according to Section 200(6) of the *Municipal Government Act* and at the discretion of council according to policy.

## **Frequency of Meetings**

Meetings of the Nominating Committee shall be held on such day and time as the committee decides when vacancies occur and require appointments, such meetings will be held after members are duly notified and the meetings are publicly advertised.

## **Quorum Requirements**

No decisions may be made at any Nominating Committee meeting unless a majority of the members of the Committee duly appointed are present and actively participating.

## **Agenda, Minutes and Resolutions**

Minutes and recommendations of the Nominating Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Deputy Clerk will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

## **Conflict of Interest**

It is expected that all members of the Nominating Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

## **Code of Conduct**

All committee members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy.

## **Resources**

Nominating Committee shall have access to the resources of the Deputy Clerk and other staff through the Chief Administrative Officer, to undertake the required research it needs to make the most appropriate decisions in a timely manner.

## **Decision Making Process**

All decisions of the Nominating Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative.

## **Confidentiality**

All meetings of the Nominating Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information

and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

### **Communications**

All communications and messaging from the Nominating Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Nominating Committee.

### **Responsibilities**

Nominating Committee shall be responsible for overseeing a fair and transparent public review process of applications for appointments to council and external committees appointed by council. The Committee shall review and analyze applications brought before it, seek additional information when necessary, including verification of qualifications when required, discuss options, and make recommendations to Council that are in the best interests of Town of Kentville. Nominating Committee shall endeavour to carry out the following functions:

- a. ensure that committee vacancies are fairly and consistency advertised publicly; and
- b. ensure that all applications received are reviewed with a lens of inclusion, diversity, equity, and accessibility; and
- c. consider the appointment of diverse public members to committees including equitable representations considering town geography, gender, age, socio-economic status, lived experiences, under-represented groups, past appointments, et cetera; and
- d. makes an unbiased and fact-based recommendation to Council.

Approved by Council:



**Title:** Proposed Bylaw 201 - Noise Bylaw

**Meeting Date:** October 14, 2025

**Department:** Administration

## RECOMMENDATION

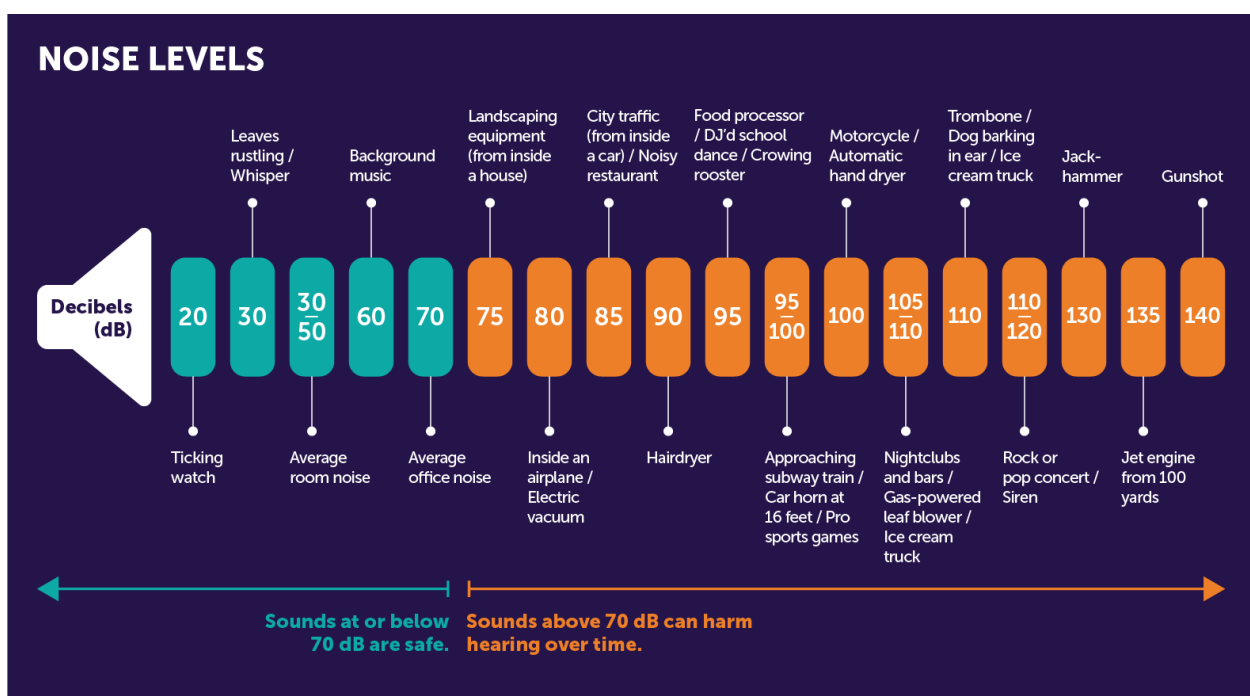
**That Council give first reading to Bylaw 201 respecting Noise.**

## SUMMARY

Two requests from the public have been received over the past few months related to issues that are most appropriately dealt with under the Town's Noise Bylaw. One relates to the hours that noise is allowed to happen each day, and the second deals with the noise associated with construction activities.

Town of Kentville currently follows Bylaw 107 respecting Noise that proposes to use a sound level meter to measure decibel levels. At present, daytime levels are limited to 70 decibels (dBA) and nighttime hours are restricted to 55 decibels.

To illustrate what these numbers mean, please consider the following industry accepted average noise level chart.



This report provides background information for council's consideration respecting noise and enforcement, and a proposed new simplified bylaw should it be council's wish to adopt one.

## LEGISLATION

Section 172(1) of the *Municipal Government Act* states that a council may make by-laws, for municipal purposes, respecting

(d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws

(i) prescribing a distance beyond which noise shall not be audible,

(ii) distinguishing between one type of noise and another,

(iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,

(iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited,

(v) authorizing the granting of exemptions in such cases as the by-law provides,

(vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

## BACKGROUND

Following the use of a bylaw that included subjective measurement of noise (Peace and Good Order Bylaw, 2011), the existing bylaw was created in 2020 and was amended in 2021 and 2022 and superseded the Peace and Good Order Bylaw. In 2020, the draft bylaw presented by staff outlined allowable and prohibited activities between 7a.m. to 11p.m. and 7a.m. to 10p.m. for construction noise. During discussions, Council asked staff to change the evening limit from 11pm to 10pm. Subsequent conversations expanded the draft bylaw to rely not on subjective noise levels but on quantitative noise levels using a sound level meter.

Initial sound level recommendations from staff were as follows (July 2020):

10p.m. to 7a.m.          65dBA

7a.m. to 10p.m.        90dBA

In September 2020, Council requested that these levels be lower, which resulted in levels as follows in the final approved bylaw (October 2020):

10p.m. to 7a.m.          55dBA

7a.m. to 10p.m.        90dBA

The Noise Bylaw was amended in 2021 to improve the appeal process, but the noise level limits remained the same as above.

The Noise Bylaw was amended in 2022 to improve the method of enforcement (points of measurement, inside vs outside, September 2022):

For locations measured outdoors:

10p.m. to 6:59a.m. 55dBA

7a.m. to 9:59p.m. 70dBA

For locations measured indoors:

10p.m. to 6:59a.m. 50dBA

7a.m. to 9:59p.m. 60dBA

## COMPARISON TO OTHER MUNICIPALITIES

Neighbouring municipalities that have noise level limits for outdoor spaces:

Municipality	Enforcement	Time 1	Limit 1	Time 2	Limit 2	Fines
Town of Wolfville	Sound Level Meter	7:00a.m. to 10:00p.m.	65dBA	10:00p.m. to 7:00a.m.	55dBA	\$200- \$900
Town of Berwick	Subjective	n/a	n/a	n/a	n/a	\$50-\$1000
County of Kings*	Sound Level Meter	7:00a.m. to 10:00p.m.	55-65dBA	10:00p.m. to 7:00a.m.	55dBA	\$50-\$200
County of Annapolis	Subjective	n/a	n/a	n/a	n/a	\$200-\$1000
Town of Truro	Sound Level Meter	7:00a.m. to 10:00p.m.	65dBA	10:00p.m. to 7:00a.m.	55dBA	\$387
Town of Mahone Bay	Sound Level Meter	7:00a.m. to 9:00p.m.	65dBA	9:00p.m. to 7:00a.m.	55dBA	\$250-\$1000
Town of Lunenburg	Subjective	7:00a.m. to 10:00p.m.	Permitted Hours	10:00p.m. to 7:00a.m.	Quiet Hours	\$237-\$500
Municipality of Chester	Subjective	n/a	n/a	n/a	n/a	\$50-\$500

\*County of Kings uses two categories- the above shows the Commercial category. The Residential category for the County of Kings only lists a limit of 45dBA between 10p.m. and 7a.m.

Town of Kentville has laid one charge relating to the noise bylaw in the past ten years. In the Town of Wolfville, summary offence tickets were laid in relation to the noise bylaw 7 times in the past ten years. Municipality of Chester reported that they have not fined anyone under their noise bylaw in the past 2 years (for the current bylaw officer). The Town of Mahone Bay has a noise bylaw that is 1 year old and their bylaw officer relies on voluntary compliance rather than prosecution. No fines have been laid in Mahone Bay. Both of these municipalities find the bylaw difficult to enforce and collect evidence and proof.

## BACKGROUND / ADDITIONAL INFORMATION

### **Peace and Good Order Bylaw, 2011-2020**

The Peace and Good Order Bylaw was created in 2011 and remained in effect for the Town of Kentville until 2022.

Regarding noise, the Peace and Good Order Bylaw states:

9. a. No person, within the Town, shall make any unnecessary noise which is disturbing to other persons
- b. No occupier of premises within the Town shall permit the making of any unnecessary noise upon such premises, which is disturbing to other persons.
10. No person shall wantonly, or unnecessarily, disturb the good order, peace and harmony of any public meeting held in the Town, whether such person be one of the meeting or not.

### **Creation of new bylaw, 2020**

#### **Council meeting discussion on June 29, 2020**

After receiving a complaint from a resident about noise, Council asked staff to research and draft a noise bylaw.

The draft bylaw outlined allowable and prohibited activities between 7a.m. to 11p.m. and 7a.m. to 10p.m. for construction noise.

#### **Council meeting discussion on July 13, 2020, with draft of Noise Bylaw**

- The bylaw might be strengthened with a measuring device, and there is a reference to boats, trains, and a public address system, which might not apply to the Town.
- The section on "detonation of fireworks or explosives not used for construction" could be amended to allow backyard fireworks. Also "banging and clanging" of a trailer could be removed.
- Consider changing the evening limit from 11pm to 10pm.
- This bylaw could be very subjective, measurables might strengthen it (and would also be high maintenance).
- Discussion about pros and cons of using a noise device, including events in the downtown core.
- Would the Kentville Police Service enforce this bylaw when the bylaw Officer is off duty?
- The goal with this bylaw is to ensure that citizens have enjoyment of their property. Would like to see this document more streamlined. This bylaw should not be created because of the complaint of a single resident. Need to be aware of reasonable noises and unreasonable noises.
- Testing sound is not straightforward - it requires training and calibration.

- The noise bylaw should also include special events permits with noise limit times.
- The legal perspective is to address the problem – there are few problems in the Town. The bylaw should either have a decibel measurement (objective) or have examples of noise (subjective).
- Is noise measured with a device for the Special Events bylaw?
- Would different areas of Town have different permissions, for example the business park and downtown?
- Residents should use bylaws as a last resort and should work out solutions first, if possible.
- Discussion about responsible and reasonable use of generators, especially during power outages and emergencies.
- Staff should review bylaws being used in Wolfville and other neighbouring municipalities.
- Staff will prepare another draft of this bylaw with comments incorporated.

## **Council meeting discussion on July 27, 2020:**

- Page 6, scope, suggest staff add “continuous noise”. Section 3.2 Council would like to see this value at 55. 7am to 10pm between 60 and 90. 90 and 70 are too high.
- Discussion of decibels of common household and backyard noises.
- Would like to see reduction to 55 dB, continuous (during the night)
- Discussion of comfortable noise levels, ranging between 50 and 90 dB. Some agreement with staff levels.
- Is there budget for the purchase of a decibel reader to support this bylaw? Staff are researching the cost of this item.
- Noise levels at night might need to consider reefer trucks and other nighttime industrial noises.
- Vote on 65 or 55 dB during the night. Proceed with 65dB for the 10p to 7am, amend paragraph 3.1 to include “continuous”,
- Push this document back to staff to return to Council in September.

**Council conducted an informal poll and determined the following noise levels were acceptable: 7:00am - 10:00pm 90 dBA and 10:00pm - 7:00am 65 dBA**

## **Staff report submitted to Council on September 28, 2020:**

The following changes were proposed to this draft bylaw:

1. Following the recommendations by Council on July 27, the following noise levels were considered acceptable: 7:00am — 10:00pm 90 dBA and 10:00pm — 7:00am 65 dBA.
2. Staff presented a definition for “Weighted Continuous Noise Level”.

3. Staff presented exemptions to noise level limits adjacent to the Kentville Business Park.
4. Staff recommended that the CAO and not Council grant exemptions to the noise bylaw.

Motion: That Council give First Reading to the proposed Noise By-law.

**Staff report presented to Council on October 28, 2020:**

With the time limits of 7a.m. to 10p.m., 90dBA and 10p.m. to 7a.m., 55dBA

Motion: That Council approve Second Reading to the Noise By-law.

**Amendment (1) to Bylaw, 2021**

Staff gave recommendation to Council to remove the appeal process in the bylaw, citing other mechanisms for residents to bring forward their concerns about this or any policy.

Motion: That Council approve the suggested changes to Bylaw Chapter 104 Noise Bylaw as presented and give First Reading to the Bylaw on January 25, 2021, meeting of Council and giving Second Reading to the Bylaw on February 22, 2021, with the time limits of 7a.m. to 10p.m., 90dBA and 10p.m. to 7a.m., 55dBA

**Amendment (2) to Bylaw, 2022**

**Council brought a Request for Decision on this matter to the CAC meeting on March 14, 2022**

A Request for Decision was brought to Council to consider improving the bylaw by changing the time limits and increasing points of measurement.

Motion: That Council direct the CAO to review the request for amendment to the Noise Bylaw, research similar Bylaws, and bring back a recommendation to Council.

**Staff brought a draft of the Noise Bylaw to CAC on July 11, 2022,**

The CAO gave a verbal update that the bylaw was being reviewed by staff and the solicitor.

**Council considered the revised bylaw on July 25, 2022**

Motion: That Council give First Reading to the Noise Bylaw and further consideration for the Second Reading at September 26, 2022, Council Meeting.

Council approved the revised bylaw at the September 26, 2022, Council Meeting, with the time limits of:

7a.m. to 9:59p.m., 70dBA and 10p.m. to 6:59a.m., 55dBA (outdoors)  
and  
7a.m. to 9:59p.m., 60dBA and 10p.m. to 6:59a.m., 50dBA (indoors)

Motion: That Council give Second Reading to the Noise Bylaw.

## COMPARISON TO OTHER MUNICIPALITIES

### Wolfville

Any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level:  
as follows:

7a.m. to 10p.m. 65dBA

10p.m. to 7a.m. 55dBA

How to enforce An Enforcement Officer or Bylaw Officer may enter private property to investigate and enforce this bylaw.

Fine First offence \$200, second offence \$400, subsequent offences \$900

How many charges - 7 (ten years)

### Berwick

No person shall, on any public thoroughfare or in any public place or at any public meeting or in any store or shop:

- (a) Use obscene language or behave in an obscure manner;
- (b) Challenge anyone to fight;
- (c) Use abusive or provoking language or make threatening gestures;
- (d) Create any disturbance or behave in a disorderly manner;
- (e) Encourage dogs, or any other animal, to fight;
- (f) Throw any fireball, squib, firecracker or firework.

No person shall disturb the peace and quiet by discharging an air rifle, a pellet gun or a firearm.

How to enforce n/a

Fine \$50 to \$1,000

How many charges 0

## County of Kings

Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

	Residential	Commercial
7a.m. to 10p.m.	55dBA	65dBA
10p.m. to 7a.m.	45dBA	55dBA

How to enforce	n/a
Fine	\$50 to \$200
How many charges	0

## County of Annapolis

No person shall engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

How to enforce	n/a
Fine	\$200 to \$1,000
How many charges	0

## Truro

Making any noise or combination of noises which, when measured on any property on which the noise is heard or the noises are heard, exceeds the applicable A-Weighted continuous noise level as follows:

7a.m. to 10p.m.	65dBA
10p.m. to 7a.m.	55dBA

How to enforce	Any police officer of the Town may enter upon or into private property for the purpose of inspection, maintenance and enforcement of this Bylaw.
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Fine	\$387.50
How many charges	0



## **Mahone Bay**

No person shall engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood is defined as follows:

7a.m. to 9p.m. 65dBA

9p.m. to 7a.m. 55dBA

How to enforce An Enforcement Officer or Bylaw Officer may enter private property to investigate and enforce this bylaw.

Fine \$250 to \$1,000

How many charges 0

## **Lunenburg**

No person will make or cause noise that is excessively loud or disruptive or unreasonably disturbs the peace, comfort, or enjoyment of another person's property. Noise is considered "excessively loud or disruptive" or "unreasonably disturbs" if it meets one or more of the following conditions ...Physical Vibrations...Interference with Conversation...Disruptive Vocalization...Prolonged or Excessive Noise...Unattended Sound Producing Devices...Audibility Beyond Property Line...Mechanical Equipment Noise.

7a.m. to 10p.m. Permitted Hours

10p.m. to 7a.m. Quiet Hours

How to enforce An Enforcement Officer or Bylaw Officer may enter private property to investigate and enforce this bylaw.

Fine \$237 to \$500

How many charges 0

## **Chester**

No person shall, without reasonable cause, ring a bell, shout or make other unusual noises in the roads or streets or knock at a door or ring a doorbell between the hours of 11p.m. and 8a.m. the following day. ... projected beyond the distance of 150'.

How to enforce n/a

Fine \$50 to \$500

How many charges 0

## **DISCUSSION**

One area of public concern relates to the hours that the noise bylaw is enforced. It is being requested by a member of the public that the current hours of allowable noise be restricted except from 8:00 a.m. to 8:00 p.m. The current bylaw provides various times based on type of activity and day of the week.

The second issue relates to noise created during construction activities. New wording is proposed to limit this noise to weekdays from 9:00 a.m. to 5:00 p.m.

## **IMPACT ON STRATEGIC PRIORITIES**

This matter is a localized issue and not part of the strategic priorities of the Town. It is for basic council discussion and not part of an overall strategic direction or plan for long-term changes.

## **IMPORTANT DATES OR BENCHMARKS**

If the proposed changes are adopted, then the bylaw can receive first reading in October, followed by second reading in November and be in effect in early December. It will however take upwards of 9 months to one year to have the new bylaw approved for the issuance of summary offence tickets so any enforcement at the outset will be by long form summons by Kentville Police.

## **BUDGET IMPLICATIONS**

The cost of making these changes will be under \$500, not including enforcement by law enforcement or legal.

## **COMMUNICATION IMPLICATIONS**

The proposed bylaw will be advertised on our website in early November for public comments before second reading. Once approved, an ad will be placed in the local newspaper to notify the public of its approval.

Respectfully submitted,

Chris McNeill  
Chief Administrative Officer



# **Town of Kentville Bylaw 201**

## **NOISE**

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**BE IT ENACTED** by the Council of Town of Kentville under the authority of the *Municipal Government Act*, Statutes of Nova Scotia, 1998, Chapter 18, and amendments thereto as follows:

### **1. SHORT TITLE**

This Bylaw shall be known as Bylaw 201 and may be cited as the “Noise Bylaw”.

### **2. DEFINITIONS**

- 2.1. “debris” refers to any scattered, abandoned, leftover or unwanted materials from lands, whose placement or delivery may pose a threat or nuisance to individuals or neighbourhoods, and includes physical objects like building materials, construction waste, tree branches and bushes, inorganic materials, rocks, gravel, soils, and similar.
- 2.2. “industrial operation” refers to any use of lands that are zoned as Industrial under the Town's Land Use Bylaw, where the use of land, buildings, or structures is for the manufacturing, processing, fabricating or assembly of raw material or goods, warehousing or bulk storage of goods and related accessory uses.
- 2.3. “noise” means any unwanted sound that doesn't happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.”
- 2.4. “Town” means Town of Kentville.

### **3. PROHIBITIONS AND INTERPRETATIONS**

- 3.1 No person or Corporation shall at any time between the hours of 10:00 p.m. and 7:00 a.m. engage in any activity which is likely to generate noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one

neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

- 3.2 Notwithstanding Section 3.1, no person or Corporation shall create any noise which unreasonably disturbs the peace and tranquility of a residential neighbourhood by the dumping or placement of debris not generated from the same property outside the hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

#### **4. FIXED EXEMPTIONS**

This bylaw shall not apply to:

- a. emergency response personnel engaged in the execution of their emergency response duties plus ground search and rescue teams, including operating comfort centres and emergency shelters with generators;
- b. the emission of sound in connection with any organized traditional, festive or religious activity;
- c. the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- d. noises in connection with organized athletic or recreational activities in municipal, school, or public park areas, arenas, or community centres;
- e. noise caused by the Town, Government of Canada, Province of Nova Scotia, Nova Scotia Power, or authorized telecommunications companies and their contractors and employees when acting in the reasonable execution of their duties;
- f. noises resulting from the operation of any refrigeration unit which is attached to a refrigeration truck or refrigeration truck body if the refrigeration truck or refrigeration truck body is parked on the property of its commercially assessed business or on lands designated for industrial uses;
- g. any noise emitted from, or associated with, any industrial operation including any noise emitted by or from any equipment or vehicle associated with such industrial operation on the condition that such noise is emitted from an activity which is within the reasonable scope of the Industrial operation; and

- h. noises emitted from audible pedestrian signals.

## **5. PENALTY**

- a. Any person or Corporation who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$500 and not more than \$2,000, and to imprisonment of not more than thirty (30) days in default of payment thereof.
- b. Any person or Corporation who contravenes Section 3 of this bylaw and who is given notice of the contravention may pay to the Town, at the place specified in the notice, the sum of \$500 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

## **6. REPEAL**

Town of Kentville Noise Bylaw, Chapter 107, approved by Council on the 26th day of September, 2022, including any amendments thereto, is hereby repealed.

Town of Kentville Noise Bylaw, Chapter 102, Schedule 1 Temporary Noise Exemption Permit Application, is hereby repealed.

## **CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK**

Date of first reading: October 27, 2025  
Date of advertisement of Notice of Intent to Consider:  
Date of second reading:  
Date of advertisement of Passage of Bylaw:  
Date of mailing a certified copy to Minister:  
Effective Date:

I certify that this Noise Bylaw was adopted by Council of the Town of Kentville on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and published as indicated above.

**SIGNED** by the Mayor and Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



# **TOWN OF KENTVILLE BY-LAW**

## **CHAPTER 107**

### **NOISE BY-LAW**

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#### **1. SHORT TITLE**

- 1.1. This By-Law shall be known as By-Law Chapter 107 and may be cited as the “Noise By-Law”.

#### **2. DEFINITIONS**

As used in this By-Law, the following terms shall have the meanings indicated:

- 2.1. “Ambient Sound Level” means the sound level that is present in the environment, produced by sound sources other than the source under assessment.
- 2.2. “By-Law Enforcement Officer” means any person empowered by legislation or appointed by the CAO to enforce this By-Law.
- 2.3. “CAO” means the Chief Administrative Officer of the Town of Kentville.
- 2.4. “Construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth-moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, application of concrete, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection with these activities.
- 2.5. “Construction Equipment” means any equipment or device designed and intended for use in Construction or material handling, including hand tools, power tools, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, and any other material-handling equipment.
- 2.6. “Continuous Concrete Pouring” means slip-forming, deck pour or pre-pour operations that cannot be interrupted once the operations have started.

- 2.7. "Conveyance" includes a vehicle and any other device employed to transport a person or persons or goods from place to place, but does not include any such device or vehicle if operated within the premises of a person.
- 2.8. "dB(A)" means the sound level in decibels obtained when using a Sound Level Meter with the A-weighting.
- 2.9. "Government Work" means Construction, rehabilitation, or maintenance work conducted by employees, agents, or contractors of the Town, the Province of Nova Scotia, the Government of Canada, or Nova Scotia Power Incorporated, when these employees are acting in the ordinary course of their duties.
- 2.10. Highway includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines of a highway.
- 2.11. "Large Crane Work" means the erection and dismantling of a crane or any other crane work that requires a road closure for the work to be started and finished.
- 2.12. "Leq" means the energy equivalent sound level or the continuous sound level that would result in the same total sound energy being produced over a given period of time.
- 2.13. "Noise Mitigation Plan" means a plan as required and approved by the CAO that addresses the mitigation of sound not in compliance with the requirements of this By-Law from planned events or activities.
- 2.14. "Persistent Noise" means any sound that is audible at a Point of Reception for a duration of ten minutes, or occurring continually, sporadically or erratically but totalling more than ten minutes in any 60-minute period of time.
- 2.15. "Place of Worship" means a building dedicated to religious worship, including a church, synagogue, temple, mosque, monastery or convent.
- 2.16. "Point of Reception" means a location on the premises of a person where sound originating from other than those premises is received and more particularly is:
  - 2.16.1. within the Property occupied by the recipient of the sound, and
  - 2.16.2. located at least 1.2 m above the surface of the ground or floor.
- 2.17. "Power Device" means any equipment driven otherwise than by muscular power used in the servicing, maintenance or repair of lawns, including chainsaws, lawn mowers, leaf blowers, grass trimmers or any other similar equipment. A Power Device does not include equipment used to remove snow or ice.

- 2.18. “Property” means a building or structure or part of a building or structure, including the lands appurtenant thereto, and all mobile homes, mobile buildings or mobile structures and vacant land.
- 2.19. “Sound Level Meter” means an instrument that measures levels of sound as approved for use by the CAO.
- 2.20. “Stationary Source” means a source of sound which does not normally move from place to place, including the premises of a person as one stationary source, unless the dominant source of sound on those premises is Construction or a Conveyance. Stationary Sources include, but are not limited to, air conditioners, heat pumps, and swimming pool pumps.
- 2.21. “Town” means Town of Kentville.

### **3. PROHIBITIONS**

#### **3.1. Decibel level prohibitions.**

- 3.1.1. No person shall emit or cause or permit the emission of sound measured with a Sound Level Meter at a Point of Reception that is outdoors:
- 3.1.1.1. that has a sound level (expressed in terms of Leq for a ten-minute period) exceeding 55 dB(A) from 10:00 p.m. to 6:59 a.m. the next day or 70 dB(A) from 7:00 a.m. to 9:59 p.m. the same day; or
  - 3.1.1.2. where the Ambient Sound Level at a Point of Reception exceeds the maximum sound level permitted under Subsection 3.1.1.1, that has a sound level (expressed in terms of Leq for a ten-minute period) equal to or exceeding the Ambient Sound Level.
- 3.1.2. No person shall emit or cause or permit the emission of sound measured with a Sound Level Meter at a Point of Reception that is indoors with all exterior doors and windows closed into the room where the Point of Reception is located:
- 3.1.2.1. that has a sound level (expressed in terms of Leq for a ten-minute period) exceeding 50 dB(A) from 10:00 p.m. to 6:59 a.m. the next day or 60 dB(A) from 7:00 a.m. to 9:59 p.m. the same day; or
  - 3.1.2.2. where the Ambient Sound Level at a Point of Reception exceeds the maximum sound level permitted under Subsection 3.1.2.1, that has a sound level (expressed in terms of Leq for a ten-minute period) equal to or exceeding the Ambient Sound Level.

#### **3.2. Animals.**



- 3.2.1. No person shall cause or permit Persistent Noise, including barking, calling or whining or other similar noise, to be made by any animal kept or used by that person for any purpose.

**3.3. Construction.**

- 3.3.1. No person shall emit or cause or permit the emission of sound resulting from any operation of Construction Equipment or any Construction that is audible at a Point of Reception from 8:00 p.m. to 7:00 a.m. the next day, except until 9 a.m. on Saturdays and all day on Sundays and statutory holidays.

**3.4. Loading and unloading.**

- 3.4.1. No person shall emit or cause or permit the emission of sound resulting from loading, unloading, delivering, packing, unpacking, and otherwise handling any containers, products or materials that is audible at a Point of Reception from 11:00 p.m. to 7:00 a.m. the next day, except until 9 a.m. on Saturdays, Sundays, and statutory holidays.

**3.5. Power devices.**

- 3.5.1. Subsection 3.1 shall not apply to the emission of sound from a Power Device equipped with a properly maintained muffler device.
- 3.5.2. No person shall emit or cause or permit the emission of sound from a Power Device that is audible at a Point of Reception from 9:00 p.m. to 7:00 a.m. the next day, except until 9 a.m. on Saturdays, Sundays, and statutory holidays.

**3.6. Religious ceremony in a Place of Worship.**

- 3.6.1. No person shall emit, cause, or permit the emission of sound that disturbs a religious ceremony in a Place of Worship.

**3.7. Stationary Sources.**

- 3.7.1. No person shall emit or cause or permit the emission of sound from a Stationary Source that, when measured with a Sound Level Meter at a Point of Reception, has a sound level (expressed in terms of Leq for a one-hour period) exceeding 55 dB(A).

**3.8. Most restrictive provision applies.**

- 3.8.1. Where a source of sound is subject to more than one provision of this By-Law, the most restrictive provision applies.

**4. EXEMPTIONS**

**4.1. Safety and government work, recreation and special events.**

- 4.1.1. Despite any other provision of this By-Law, it shall be lawful to emit or cause or permit the emission of sound from:
- 4.1.1.1. Bells or sirens required for the purposes of public safety including sirens when operated by police services, fire and paramedic services;
  - 4.1.1.2. Measures undertaken for the immediate health, safety or welfare of persons under emergency circumstances;
  - 4.1.1.3. Measures undertaken as a result of an emergency requiring immediate action for the construction, preservation, restoration or demolition of any Highway;
  - 4.1.1.4. Government Work;
  - 4.1.1.5. Athletic, recreational, or school activities in arenas, playing fields, courts, school grounds, or Town park areas between the hours of 7:00 a.m. and 11:00 p.m.;
  - 4.1.1.6. Annapolis Valley Apple Blossom Festival events organized and hosted by the Annapolis Valley Apple Blossom Festival that occur between 7:00 a.m. and 11:00 p.m. during the Festival;
  - 4.1.1.7. Any event organized and hosted by the Town that occurs between 7:00 a.m. and 11:00 p.m.;
  - 4.1.1.8. Construction and Construction Equipment between the hours of 7:00 a.m. and 8:00 p.m.;
  - 4.1.1.9. Sound generated as part of normal industrial and commercial operations within the Kentville Industrial Park (Shiloh Drive to Town limits) and the lands zoned Highway Commercial on the west end of Kentville; or

**4.2. Exemption permits.**

- 4.2.1. Any person may apply for an exemption permit from a prohibition or limitation provision in this By-Law in connection with one or more events or activities by filing with the CAO the following:
- 4.2.1.1. An application in the form prescribed by the CAO;
  - 4.2.1.2. Any application fee adopted by Town council; and
  - 4.2.1.3. Any information relevant to the application as requested by and to the satisfaction of the CAO including:

- 4.2.1.3.1. explanation as to why the applicant cannot reasonably comply with section 3.1;
  - 4.2.1.3.2. a Noise Mitigation Plan; and
  - 4.2.1.3.3. a statement certified by a professional engineer or acoustical consultant for any sounds that are not technically or operationally feasible to control.
- 4.2.2. Upon receipt of an application under Subsection 4.2.1, the CAO shall issue an exemption permit within 5 business days of receipt of a complete application if all the following conditions have been met:
  - 4.2.2.1. The applicant has complied, to the satisfaction of the CAO, with the last exemption permit, if any, issued to them;
  - 4.2.2.2. The applicant has provided the following:
    - 4.2.2.2.1. The applicant's name, address, and telephone number;
    - 4.2.2.2.2. The date, time and location of each event or activity for which the exemption permit is sought and, where applicable, the number of people expected to attend;
    - 4.2.2.2.3. The purpose for which the exemption permit is required;
    - 4.2.2.2.4. The description of any sound equipment or Construction Equipment to be used;
    - 4.2.2.2.5. The name, address and telephone number of at least one contact person who will supervise each event or activity; and
    - 4.2.2.2.6. A written undertaking that one or more contact persons responsible for supervising each event or activity will be on-site during the entire event or activity to ensure compliance with the terms and conditions of the exemption permit.
  - 4.2.2.3. The applicant has paid all required fees.
  - 4.2.2.4. When applicable, the CAO is satisfied with the Noise Mitigation Plan and statement from a professional engineer or acoustical consultant.
  - 4.2.2.5. The CAO is satisfied that it is unreasonable for the applicant to comply with the relevant prohibition or limitation in this By-Law and all reasonable measures will be taken by the applicant to mitigate any negative affects of the sound to be generated by the event or activity.
- 4.2.3. An exemption permit shall be subject to the following conditions:

- 4.2.3.1. When reasonably possible, a notice of the exemption permit shall be posted in a visible location where each event or activity will occur seven days prior to the event or activity;
  - 4.2.3.2. If required by the CAO, the event or activity shall comply with a Noise Mitigation Plan;
  - 4.2.3.3. If required by the CAO, the sound levels resulting from each event or activity shall be monitored by Town staff with the applicant paying any charges for this monitoring as adopted by Town council;
  - 4.2.3.4. The sound emitted from any equipment shall not exceed a sound level (expressed in terms of Leq for a ten-minute period) of 90 dB(A) when measured 20 metres from the source;
  - 4.2.3.5. Where the sound level exceeds 90 dB(A), the applicant shall comply with any request made by a police officer or a By-Law Enforcement Officer with respect to the volume of sound from the equipment to ensure compliance with Subsection 4.2.3.2;
  - 4.2.3.6. No sound equipment or Construction Equipment other than the equipment approved under the exemption permit shall be used by the applicant;
  - 4.2.3.7. Each event or activity shall be restricted to the approved location; and
  - 4.2.3.8. The permission granted shall be for the date and times for each event or activity as set out in the exemption permit.
- 4.2.4. **Appeal.**
- 4.2.4.1. Where the CAO refuses to grant an exemption permit under this subsection, the applicant shall be notified in writing and advised that they may appeal the CAO's decision to Town council by filing an appeal within five business days of the date of the notice at the address shown on the notice.
  - 4.2.4.2. Town council shall hear the appeal at its next regular Council meeting and may issue or refuse an application for an exemption permit.
  - 4.2.4.3. If Town council issues an exemption permit, the exemption permit is subject to the conditions set out in Subsection 4.2.3, unless Town council provides otherwise, and to any other conditions respecting health, safety and nuisance as Town council considers advisable.
- 4.2.5. Where an application for an exemption permit is made for continuous concrete pouring or large crane work, only Subsections 4.2.1, 4.2.2, and

4.2.6 apply and the CAO may issue the exemption permit subject to the conditions in Subsections 4.2.3.1, 4.2.3.2, 4.2.3.7 and the conditions that:

- 4.2.5.1. The permission granted shall be for the date and times for each event or activity as set out in the exemption permit with overnight events or activities discouraged; and
- 4.2.5.2. Notice for Continuous Concrete Pouring and Large Crane Work shall be distributed to all residents and building owners located within a 120 metre radius of the activity at least seven days prior to such event or activity.

4.2.6. The CAO may revoke an exemption permit, with or without notice, if there is non-compliance with any of the conditions of the exemption permit.

## **5. OFFENCES, ENTRY TO INSPECT, ORDERS, REMEDIAL ACTION AND TRANSITION**

### **5.1. Offences.**

5.1.1. Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a penalty of:

- 5.1.1.1. not less than two hundred dollars (\$200.00) for a first offence;
- 5.1.1.2. not less than four hundred dollars (\$400.00) for a second offence; and
- 5.1.1.3. not less than nine hundred dollars (\$900.00) for a third and subsequent offence.

5.1.2. Every person who fails to comply with an exemption permit issued or an order made under this By-Law is guilty of an offence and on conviction is liable to a penalty of:

- 5.1.2.1. not less than two hundred dollars (\$200.00) for a first offence;
- 5.1.2.2. not less than four hundred dollars (\$400.00) for a second offence; and
- 5.1.2.3. not less than nine hundred dollars (\$900.00) for a third and subsequent offence.

5.1.3. In addition to a fine or fines provided for in this subsection, every person who gains an economic advantage from contravening this By-Law shall be liable to a special fine in an amount equal to the fair market value of the economic advantage obtained from the noncompliance.

5.1.4. In addition to offences referred to in Subsections 5.1.1, 5.1.2, and 5.1.3, every person is guilty of an offence under this By-Law who:

- 5.1.4.1. Hinders or obstructs or attempts to hinder or obstruct any person exercising a power or performing a duty under this By-Law; or
- 5.1.4.2. Knowingly makes, participates in, assents to or acquiesces in the provision of false information in a statement, affidavit, application or other document prepared, submitted or filed under this By-Law.
- 5.1.5. Where a corporation contravenes any provision of this By-Law, every director or officer who concurs in such contravention is guilty of an offence and on conviction is liable to a penalty of:
  - 5.1.5.1. not less than two hundred dollars (\$200.00) for a first offence;
  - 5.1.5.2. not less than four hundred dollars (\$400.00) for a second offence; and
  - 5.1.5.3. not less than nine hundred dollars (\$900.00) for a third and subsequent offence.
- 5.1.6. Where a corporation fails to comply with an exemption permit issued or an order made under this By-Law, every director or officer who concurs in such contravention is guilty of an offence and on conviction is liable to a penalty of:
  - 5.1.6.1. not less than two hundred dollars (\$200.00) for a first offence;
  - 5.1.6.2. not less than four hundred dollars (\$400.00) for a second offence; and
  - 5.1.6.3. not less than nine hundred dollars (\$900.00) for a third and subsequent offence.
- 5.1.7. Every day during which an offence pursuant to this By-Law continues is a separate offence.

## **5.2. Orders to comply.**

- 5.2.1. A By-Law Enforcement Officer who finds a contravention of this By-Law may make one or more orders requiring discontinuance of the contravening activity or to do work to correct the contravention.
- 5.2.2. The order may be served personally on the person to whom it is directed or by registered mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed.
- 5.2.3. If there is evidence that the occupant of the land is not the Property owner, the notice shall be served on both the Property owner and the occupant of the land.

- 5.2.4. If the address of the Property owner is unknown, the Town is unable to effect service on the Property owner or occupant of the land under Subsection 5.2.2, or the delay necessary to give an order would result in circumstances that endanger the health or safety of any person or similarly serious consequences, a placard stating the terms of the order and placed in a conspicuous place upon land on or near the Property shall be deemed to be sufficient notice to the Property owner or the occupant of the land.

**5.3. Remedial action.**

- 5.3.1. If a person fails to comply with an order to do work to correct a contravention under this By-Law, the CAO, or persons acting upon their instructions, may enter the lands at any reasonable time for the purposes of doing the things described in the order at the expense of the person responsible for the contravention, and such expense shall be a first lien on the lands.

**6. REPEAL**

- 6.1. Chapter 107 Noise By-Law, including any amendments thereto, is repealed.

**CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK**

Date of first reading:	July 25, 2022
Date of advertisement of Notice of Intent to Consider:	August 16, 2022
Date of second reading:	September 26, 2022
*Date of advertisement of Passage of By-Law:	October 4, 2022
Date of mailing to Minister a certified copy of By-Law:	September 27, 2022

I certify that this Noise By-law was adopted by Council and published as indicated above.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\*Effective Date of the By-law unless otherwise specified in the By-law