

Town of Kentville Council Meeting

November 24, 2025, 5:00 pm, Kentville Town Hall

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

- (a) Council Meeting Minutes, October 27, 2025

4. RECOMMENDATIONS

- (a) Bylaw 201 - Noise (second reading)
- (b) Policy 102 - Flags
- (c) Bylaw 202 - Reduced Taxation (first reading)
- (d) Bylaw 203 - Sewers (first reading)
- (e) Policy 103 - Workplace Harassment

5. COUNCIL REPORTS

- (a) Mayor Andrew Zebian
- (b) Deputy Mayor Debra Crowell
- (c) Councillor John Andrew
- (d) Councillor Rob Baker
- (e) Councillor Samantha Hamilton
- (f) Councillor Cathy Maxwell
- (g) Councillor Cate Savage

6. INFORMATION REPORTS

- (a) Code of Conduct Investigations (3) Summary of Costs

7. PUBLIC COMMENTS

8. CLOSED SESSION

- (a) Closed Session Minutes - October 27, 2025
- (b) Section 22(2)(a) - *Municipal Government Act* - Lease of Municipal Property
- (c) Section 22(2)(e) - *Municipal Government Act* - Contract Negotiations
- (d) Section 22(2)(e) - *Municipal Government Act* - Sale of Municipal Property

9. ADJOURNMENT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: Oct 27, 2025

Town Hall, 354 Main Street, Kentville, Nova Scotia

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

(1) CALL TO ORDER AND ROLL CALL

Mayor Andrew Zebian called the meeting to order at 5:00 p.m. and noted that the following members of Council were present: Deputy Mayor Debra Crowell, Councillor John Andrew, Councillor Rob Baker, Councillor Samantha Hamilton, Councillor Cathy Maxwell, and Councillor Cate Savage.

Staff in attendance included Chief Administrative Officer Chris McNeill and IT Manager Jason Bethune

The chair gave a land acknowledgement.

DECLARATIONS OF CONFLICT OF INTEREST

None.

(2) APPROVAL OF THE AGENDA

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that the agenda of Oct 27, 2025, be approved as presented.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(3) APPROVAL OF THE MINUTES

(a) September 2025 Council Meeting Minutes

Mayor Andrew Zebian asked if there were any changes to the September 29, 2025, Council Meeting Minutes. Hearing none, he declared the minutes approved.

(4) RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee

(1) Terms of Reference for the Nominating Committee

At the Oct 14, 2025, meeting of Council Advisory Committee, staff provided Council with an overview of the draft Terms of Reference for the Nominating Committee.

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cathy Maxwell that Council approve the Terms of Reference for the Nominating Committee.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(2) Appointments to Nominating Committee

It was moved by Councillor Rob Baker, seconded by Councillor Cate Savage that Council approve the appointment of Deputy Mayor Debra Crowell and Councillor Samantha Hamilton to the Nominating Committee.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(3) Noise Bylaw 201

At the Oct 14, 2025, meeting of Council Advisory Committee, staff provided Council with an overview of the proposed updated Noise Bylaw.

It was moved by Councillor Cate Savage, seconded by Councillor Rob Baker that Council give first reading to Bylaw 201 respecting Noise.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

i. Second Reading Proposed Amendments to the Land Use By-Law and Subdivision By-Law Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot Frontage Standards

At the September 8, 2025, meeting of Council Advisory Committee, staff provided an overview of the proposed amendments. The amendments were reviewed again at first reading at the September 29, 2025, Council Meeting.

It was moved by Councillor Cate Savage, seconded by Deputy Mayor Debra Crowell that Council give second reading to the 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 connections, administered jointly by the Development Officer and Traffic Authority.**

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(5) Second Reading of Bylaw 200 - Board of Police Commissioners

It was moved by Councillor Cathy Maxwell, seconded by Councillor Cate Savage, that Council give second reading of Bylaw 200 respecting Board of Police Commissioners.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(b) Councillors' and Mayor's Reports

Reports were received from Councillor John Andrew, Councillor Rob Baker, Deputy Mayor Debra Crowell, Councillor Samantha Hamilton, Councillor Cathy Maxwell, Councillor Cate Savage, and Mayor Andrew Zebian.

(5) NEW BUSINESS

(a) Appointment of the Deputy Mayor

It was moved by Councillor Cate Savage, seconded by Councillor Rob Baker that Council appoint Councillor Debra Crowell as Deputy Mayor for a one-year term beginning on November 1, 2025.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(b) Request for Decision – Security Cameras in Public Areas

Councillor Cathy Maxwell explained her rationale for bring forward this issue as she is concerned about the increase in public vandalism and crime in the downtown area. Staff noted that this issue would be best handled by the Police Commission for their review and recommendation.

It was moved by Councillor Cate Savage, seconded by Councillor Cathy Maxwell that Council ask the Kentville Police Commission to look at the most effective way to include cameras in our public spaces.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(c) Adoption of the 4-Year Strategic Priorities Plan

It was moved by Councillor Cathy Maxwell, seconded by Deputy Mayor Crowell that Council approve the 4-Year Strategic Priorities Plan.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(6) PUBLIC COMMENTS

Roxy Peterson - shared that he was a community practitioner and shared background on an unsolved murder in Gibson Woods from many years ago. He spoke about the importance of Pine Woods and felt merging the accessibility and equity and belonging committees was wrong. He started that the CAO was a person of white privilege who smacks of racism. He feels the CAO did not engage with the community and this has diluted accountability.

Tammy Sampson - spoke about the social determinates of health and importance this committee had in providing a safe space for residents and a sense of belonging.

Gillian Young - shared that she felt that diversity and belonging were about systems and belonging whereas accessibility was a moral imperative.

Nicole Ross - felt that the combining of the two committees was disheartening, and was about politics and appearance. She suggested that this issue was brushed aside behind closed doors.

Alicia Noreiga-Mundaroy - shared her feelings about the importance of the equity and belonging committee and that there was no consultation about combining committees. She shared that this issue is not about a committee structure.

Ken Brothers - suggested that the combining of the committees was diluting accountability. He said he will work collaboratively with the accessibility committee.

Holly Rogers - stated that she feels that the accessibility committee only exists because it was mandated.

Akande Saheed - noted that the inclusion and accessibility committees should not be symbolic. He shared that marginalized experiences should not be extras and they are not interchangeable with accessibility. He encouraged partnerships.

Rachel Creaser - encouraged council to lead by example and have two separate committees, but they can be deeply connected. She recommended that they both be prioritized and be given their own separate voices.

(7) IN CAMERA

It was moved by Councillor Samantha Hamilton, seconded by Deputy Mayor Debra Crowell, that Council move into a closed session at 6:02 p.m.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

It was moved by Deputy Mayor Debra Crowell, seconded by Councillor Cate Savage that Council move back into open session at 6:57 p.m.

MOTION CARRIED UNANIMOUSLY.

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(8) ADJOURNMENT

It was moved by Councillor Cate Savage, seconded by Councillor Rob Baker, that the October 27, 2025, meeting of Council adjourn at 7:02 p.m.

MOTION CARRIED UNANIMOUSLY.

Signed by Mayor Zebian

Title: Proposed Bylaw 201 - Noise Bylaw
Meeting Date: November 24, 2025
Department: Administration

RECOMMENDATION

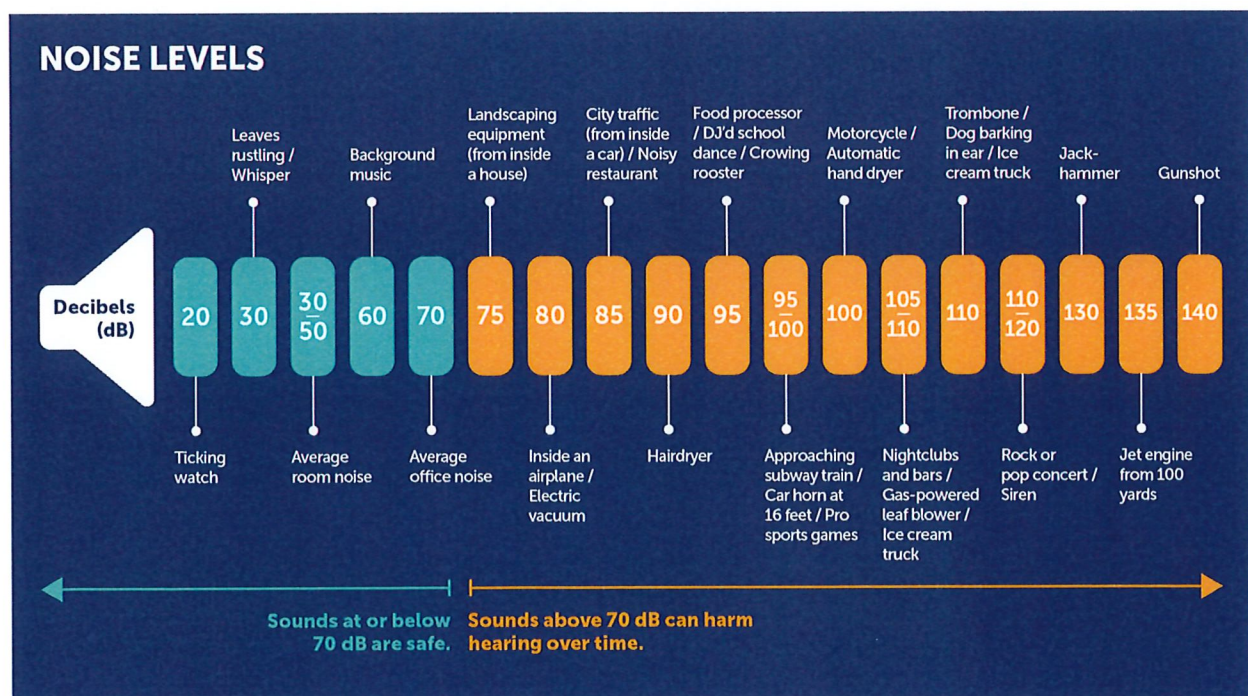
That Council give second reading to Bylaw 201 respecting Noise.

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. Council previously reviewed the draft new bylaw at Council Advisory Committee on October 14, 2025, and at Council for first reading on October 27, 2025.

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
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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:	For locations measured indoors:
10p.m. to 6:59a.m. 55dBA	10p.m. to 6:59a.m. 50dBA
7a.m. to 9:59p.m. 70dBA	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 obscene 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.
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.

At Council Advisory Committee on October 14, 2025, there was a request to consider including parts of the Peace and Good Order Bylaw in the proposed new Noise Bylaw and to review fireworks regulations in the future for potential regulation. A chart has now been prepared to show how many parts of the Peace and Good Order Bylaw are already covered under provincial and federal laws and do not require duplication which would only cause confusion. This chart is attached to this report.

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.

STAFF REPORT



Respectfully submitted,

Chris McNeill
Chief Administrative Officer

Town of Kentville NOISE COMPLAINT ENFORCEMENT OPTIONS

LEGISLATION	SECTION	WORDING	FINE
Criminal Code (MISCHIEF)	430(1)	430 (1) Every one commits mischief who wilfully (a) destroys or damages property; (b) renders property dangerous, useless, inoperative or ineffective; (c) obstructs, interrupts or interferes with the lawful use, enjoyment or operation of property; or (d) obstructs, interrupts or interferes with any person in the lawful use, enjoyment or operation of property. (2) Every one who commits mischief that causes actual danger to life is guilty of an indictable offence and liable to imprisonment for life. (3) Every one who commits mischief in relation to property that is a testamentary instrument or the value of which exceeds five thousand dollars (a) is guilty of an indictable offence and liable to imprisonment for a term not exceeding ten years; or (b) is guilty of an offence punishable on summary conviction. (4) Every one who commits mischief in relation to property, other than property described in subsection (3), (a) is guilty of an indictable offence and liable to imprisonment for a term not exceeding two years; or (b) is guilty of an offence punishable on summary conviction. 8. No person shall without lawful authority wantonly or wilfully meddle or interfere with or desecrate, disfigure, destroy, damage or injure any gravestone, tomb, vault or any railing or curbing on a lot or plot for the burying of the dead in any	Summary Conviction

		cemetery or burial ground in the Town of Kentville, nor pluck, take away, destroy or damage any flower, plant or shrub of any kind growing, placed or being upon or around any grave, tomb, or vault or in any lot in any such cemetery or burial ground. 13. No person shall spit or expectorate, or discard chewing material, such as gum, on any public sidewalk, bridge or crossing, nor in any place of public resort in the Town, except in such place or places as may be provided for such purpose.	
LEGISLATION	SECTION	WORDING	FINE
Criminal Code (DISTURBING THE PEACE)	175(1)	175 (1) Every one who (a) not being in a dwelling-house, causes a disturbance in or near a public place, (i) by fighting, screaming, shouting, swearing, singing or using insulting or obscene language, (ii) by being drunk, or (iii) by impeding or molesting other persons, (b) openly exposes or exhibits an indecent exhibition in a public place, (c) loiters in a public place and in any way obstructs persons who are in that place, or (d) disturbs the peace and quiet of the occupants of a dwelling-house by discharging firearms or by other disorderly conduct in a public place or who, not being an occupant of a dwelling-house comprised in a particular building or structure, disturbs the peace and quiet of the occupants of a dwelling-house comprised in the building or structure by discharging firearms or by other disorderly conduct in any part of a building or structure to which, at the time of such conduct, the occupants of two or more dwelling-houses comprised in the building or structure have access as of right or by invitation, express or implied,	Summary Conviction

		is guilty of an offence punishable on summary conviction. (2) In the absence of other evidence, or by way of corroboration of other evidence, a summary conviction court may infer from the evidence of a peace officer relating to the conduct of a person or persons, whether ascertained or not, that a disturbance described in paragraph (1)(a) or (d) or an obstruction described in paragraph (1)(c) was caused or occurred. 2. No person shall use any profane, obscene, lewd or lascivious language or behave in a lewd or lascivious manner in any public place, or at any public gathering or meeting, or in any store, shop, house, building, or in any other place within the Town of Kentville. 3. No person shall challenge any one to fight, nor use abusive or provoking language, taunting epithets or threatening gestures towards any person in any place within the Town of Kentville. 4. No person shall swear or create any disturbance, or be guilty of disorderly conduct in any public place, or in any other place within the Town of Kentville. 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.
LEGISLATION	SECTION	WORDING
		FINE
Criminal Code (OFFENCES ATTEMPTING TO CORRUPT MORALS)		12. No person shall make, publish, post up or exhibit any indecent or immoral placard, picture, drawing, writing or printing in, or near, any public place in the Town. 163 (1) Every person commits an offence who makes, prints, publishes, distributes, circulates or has in their possession for the

			purpose of publication, distribution or circulation any obscene written matter, picture, model, phonograph record or any other obscene thing.	
LEGISLATION	SECTION	WORDING	FINE	
Protection of Property Act (LOUD MUSIC FROM VEHICLES, LOITERING, DISORDERLY BEHAVIOUR)	7	2 In this Act, (a) "motor vehicle" means any vehicle propelled or driven otherwise than by muscular power, whether or not the vehicle is registered under the <i>Motor Vehicle Act</i>, and includes motor boats and motor vessels; (b) "occupier" includes (i) a person who is in possession of premises, or (ii) a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises, notwithstanding that there is more than one occupier of the same premises; (c) "police officer" means a member of the Royal Canadian Mounted Police or a member of a municipal police force; (d) "premises" means lands and structures, or either of them, and includes trailers and portable structures designed or used for residence, business or shelter. "disorderly behaviour" 1) actions that disturb others. 2) minor criminal offenses, such as public drunkenness, loitering, disturbing the peace, and loud threats or parties. 7 Every person who disturbs an occupier of premises by (a) the unreasonable operation for recreational purposes of a motor vehicle on, or in the vicinity of, the premises; or (b) disorderly behaviour, is guilty of an offence and is liable on summary conviction to a fine of not more than five hundred dollars.	7 - \$237.50	

		6. No person shall loiter in or around the entrance or steps of any church, place of worship, hall, public building, store, shop or dwelling in the Town nor in or near any of the streets or lanes nor in any public place in the Town. 7. No person who is not a dweller therein or an inmate thereof shall refuse or neglect without lawful excuse to withdraw from a private house or dwelling or place of business in which he may be after being requested so to do by the owner or person having the control or management thereof nor remain in the said dwelling house or place of business after such request.	
LEGISLATION	SECTION	FINE	
Federal Firearms Act		5. No person: a. Shall fire any gun, air rifle or other firearm of any kind in the Town, unless that person is a peace officer doing so in the lawful exercise of the duty of the peace officer; or b. Hunt with a weapon of any type or description within the Town.	
Animal Protection Act		10. No person shall encourage dogs to fight in any public street nor in any public place in the Town. (2) An animal is in distress if the animal is (h) subjected by any person to being trained for or engaged in animal fighting. 26 (1) No person shall cause an animal to be in distress.	

LEGISLATION	SECTION	WORDING	FINE
Motor Vehicle Act (NOISY VEHICLES)	187, 188	187 (1) Every motor vehicle shall at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise, and no person shall use a muffler cut-out, by-pass or similar device upon a vehicle on a highway. (2) The engine and power mechanism of every motor vehicle shall be so equipped and adjusted as to prevent the escape of excessive fumes or smoke. 188 No person shall start, drive, turn or stop any motor vehicle, or accelerate the vehicle engine while the vehicle is stationary, in a manner which causes any loud and unnecessary noise in or from the engine, exhaust system, braking system or from the contact of the tires with the roadway.	187 - \$180.00 188 - \$237.50
Criminal Code Explosives Regulations (FIREWORKS)		6(3) "activity involving an explosive" means acquiring, possessing, selling, offering for sale, storing, manufacturing, transporting, transporting in transit, importing, exporting or delivering an explosive or using fireworks. 19 A person who is carrying out an activity involving an explosive must ensure that they, and any person under their supervision, have knowledge of the activity being carried out and of the measures that must be taken to minimize any likelihood of harm to people and property that could result from the activity, including measures to (a) prevent an accidental ignition; (b) limit the spread of any fire or the extent of any explosion; and (c) protect people from the effects of any fire or explosion.	Summary Conviction

Kentville Bylaw No. 201 (NOISE)	3	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. 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.	\$500
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Town of Kentville Bylaw 201

NOISE

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

Town of Kentville, Bylaw 201, Noise

- 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:	October 29, 2025
Date of second reading:	November 24, 2025
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

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

Schedule 1. Temporary Noise Exemption Permit Application

The Town of Kentville's Prevention of Excessive Noise By-law No. 64 allows a person to apply for a permit to engage in any activity that creates a noise that is otherwise prohibited by this by-law. The application must be received in writing at least ten (10) calendar days prior to the requested issuance date and time of the noise for which an exemption is sought.

Submit form(s) to the CAO, Town of Kentville, 354 Main Street, Kentville, N.S. B4N 1K6

Location of noise activity: _____

Type of noise (music, construction, etc.): _____

Reason for request (exceeds noise levels, exceeds hours allowed, etc.):

Estimated time of events (example 5am-10am): _____

Any other information the applicant wishes to submit (attach a separate sheet of paper).

Date(s) of event: _____

Applicant Name: _____

Print Name: _____

Applicant Mailing Address: _____

Phone: _____ Daytime: _____ Cell: _____

Email: _____

Property Owner Name if different from Applicant: _____

Note: If different, applicant must attach letter from property owner authorizing use.

Address: _____

Applicant Signature: _____

Print Name: _____

Date: _____

Title: Policy 102 - Flags

Meeting Date: November 24, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 102 - Flags

SUMMARY

Town of Kentville presently has two policies related to flags. Policy G42 relates to half-masting the Canadian Flag and Policy G43 is a flag flying policy. A member of Council has requested a review of these policies for updating to be more inclusive.

Staff have reviewed the two policies and feel that one new simplified policy is possible that also allows for one flag pole to be used as a designated community pole for special purpose flags and community flag raising events. The proposed policy was reviewed by Council Advisory Committee on November 10, 2025.

LEGISLATION

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

BACKGROUND

Town of Kentville now has several flag poles in various locations of the town. There are 3-4 flag poles together at Memorial Park, two flag poles at the cenotaph, one small flag pole at the Visitor Information Centre and one flag pole adjacent to Town Hall, with another smaller pole attached to the Recreation Centre on the same lot.

The current policy only allows federal, provincial, or a Town flag to be flown on these poles. There have been instances where this policy has not been followed. Additionally, this policy does not allow for diverse community interests to be displayed on any of the flag poles.

IMPACT ON STRATEGIC PRIORITIES

One of the key strategic priorities of Kentville is to place more focus and resources on becoming a more accessible and inclusive community. By removing barriers to promoting and supporting different cultures, the Town can be a leader in championing a more inclusive and welcoming community.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed policy, the policy will be promoted and applications will be reviewed and processed as received.

Staff will also engage with the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee to establish annual dates for flag posting times and when events should be held directly by the Town to note these important IDEA events, weeks, or months.

POLICY IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Staff will promote the new policy and opportunities within it several times each year.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 102 FLAGS

1. Policy Purpose

The purpose of this policy is to denote where the Town of Kentville has established external public flagpoles and the flying of flags on them, as well as the process for community groups to request the flying of certain flags during various times of the year.

2. Policy Goal

The goal of this policy is to create fairness and consistency in the flying of government and non-government flags on public flag poles, along with rules related to application processes, supply of flags, flag ceremonies, et cetera.

3. Definitions

- a. "Council" means council of the Town of Kentville.
- b. "Designated Flag Pole" means the single flag pole outside Kentville Town Hall.
- c. "Ineligible Flags" are flags that are political, union, or religious in nature or tone, promote ideologies of intolerance or civil disobedience, or represent ideas or beliefs that are contrary to those of the Town of Kentville.
- d. "Town" shall mean Town of Kentville.

4. Legislation

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

5. Designation of Flags to be Flown on Town Owned Flag Poles

- a. Where a single flag pole exists at a single location, the Canadian Flag shall be solely flown on that pole during times when the weather allows.

- b. Where two flag poles exist side by side at a single location, the Canadian Flag and Mi'kmaq Grand Council Flag shall be solely flown on those poles during times when the weather allows.
- c. Where three flag poles exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, and Nova Scotia Flag shall be solely flown on those poles during times when the weather allows.
- d. Where four flag pole exist side by side at a single location, the Canadian Flag, Mi'kmaq Grand Council Flag, Nova Scotia Flag, and Town of Kentville Flag shall be solely flown on those poles during times when the weather allows.
- e. Notwithstanding Section 5(d), where an inter-provincial or international event takes place at Memorial Park, the hosting group may apply to have the government flags replaced for a period of no more than one week and replaced with the flags of the different provinces or countries, with the flags being supplied by the hosting group.

6. Designated Flag Pole

Notwithstanding Section 5(a), the Designated Flag Pole shall be available for community organizations and groups to apply to have certain special flags placed on this pole for limited periods of time once per calendar year, and can apply to do so by submitting a request in writing on the applicable form, not more than six months prior to the requested flag raising date. All flags to be raised on this pole by community organizations must be supplied by the community organization and meet with Town standards.

7. Flag Request Review

- a. After receipt of a request from an established community organization to fly a special flag, staff will review the application within seven (7) days to ensure it meets the requirements set out in this policy.
- b. If the application does not meet the requirements noted in this policy, the applicant shall be notified of such.
- c. If the application meets the requirements of this policy, the applicant will be notified and required to provide the special flag at least fourteen (14) days prior to the day the flag is to be placed on the Designated Flag Pole.
- d. Special flags may be flown for a maximum of 7 days on a first come, first serve basis, with preference given to flags supporting marginalized or at risk groups within the Town.

- e. No Ineligible Flags shall be permitted to be placed on the Designated Flag Pole.
- f. The decision regarding whether a flag is an Ineligible Flag shall rest with the Chief Administrative Officer and not be subject to appeal.

8. Requests for Flag Raising Ceremonies

- a. When an application for a special flag is received for placement on the Designated Flag Pole, the applicant can also note whether they wish to host a flag raising or dedication ceremony on a certain day and time, including details of the event and invitees. Such requests must be made at least twenty-one (21) days prior to the requested event. The applicant is required to organize, advertise, and host the event.
- b. Applicants must provide details of the full flag raising event to the Town at least fourteen (14) days prior to the scheduled event.

9. Flying Flags at Half-Mast

Town of Kentville shall follow all protocols of the Province of Nova Scotia and Government of Canada for the lowering of the Canadian Flag on the Designated Flag Pole, and this protocol shall take precedence over the flying of other special purpose flags.

10. Repeal

Policy G43, Flag Flying Policy, approved on the 17th day of January 2017, is hereby repealed.

Policy G42, Half-Masting the Canadian Flag, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: November 10, 2025

Council Approval:

In Effect:

This is to certify that Policy 102, Flags, was approved by Town Council on the
th day of , 2025

Mayor

Clerk

Schedule "A"

APPLICATION FOR PERMISSION TO FLY A SPECIAL PURPOSE FLAG

Applicants Name: _____

Organization Representing: _____

Applicants Civic and Mailing Address: _____

Applicants Phone: _____

Applicants E-mail: _____

Special Purpose Flag to be Flown _____

Dates Requested to be Flown: _____

Are you Requesting a Flag Raising Ceremony: _____

If Requesting a Ceremony, please provide details of proposed event, time, invitees, speakers, accessibility requirements, etc.

I acknowledge that I have read and understand Policy 102, Flags, and meet all policy requirements and submit this application understanding my responsibility.

Signature

Date



TOWN OF KENTVILLE POLICY STATEMENT G42 HALF-MASTING THE CANADIAN FLAG

1.0 PURPOSE

The purpose of this Policy is to provide a procedure under which those Canadian Flags on Town Property will be flown at half-mast in the Town of Kentville

2.0 DEFINITIONS

1. Flag Protocol

- a. Only those flags that have halyards and pulleys will be flown at half-mast.
- b. All flags which are flown together will be lowered to half
- c. The procedure for lowering the flag or flags, will be to first raise it to the top of the mast, then immediately lower it slowly to the half

2. Recognition of Prominent Public Figures

The flag will be flown at half-mast to mark the passing of any of the prominent public figures listed below, for a period beginning when the Town is notified of the individual's death, until, and including, the date of the funeral or memorial service, or at the discretion of the CAO:

- a. Across Canada and abroad on the death of:
 - i. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister)
 - ii. The Governor-General or a former Governor General of Canada
 - iii. The Prime Minister of Canada
- b. Within the Province on the death of:
 - i. The Lieutenant Governor
 - ii. The Premier
- c. Within the Town of Kentville on the death of:
 - i. Recognition of individuals who are prominent community leaders:
 1. The Mayor, or a former Mayor of the Town of Kentville
 2. A Councilor, or a former Councilor of the Town of Kentville
 3. A Federal Cabinet Member, or a former Cabinet Member who represented a constituency that included the Town of Kentville

4. A Member of the Legislative Assembly, or a former MLA, who represented a constituency that included the Town of Kentville

3.0 SCOPE

Recognition of persons from the Town of Kentville, whose duties can be described as "Protective Services", including but not limited to police, fire, emergency health services, DNR Conservation Officers and Fisheries Officers. The flag will be flown at half-mast to mourn the passing of persons from the Town of Kentville, whose lives are lost while in the line of duty. The flag will be lowered for a period beginning when the Town is notified of the individual's death, until and including the date of the funeral or memorial service, or at the discretion of the CAO.

The flag will be flown at half-mast to mourn the passing of members of the Canadian Military, whose lives were lost while on active duty, for a period beginning when the Town is notified of the individual's death, until and including the date of the funeral or memorial service, or at the discretion of the CAO.

All flags at the Kentville Cenotaph will be lowered to half-mast during the Remembrance Day Ceremony on November 11th.

Other Circumstances

The flag will be flown at half-mast to mourn lives lost in tragic, national and international events. In such cases, a decision to lower the flag, and the period during which it remains at half-mast, will generally mirror the practice of the Province of Nova Scotia, but will be at the discretion of the CAO.

Other individuals and events may be recognized by lowering the flag at the direction of the CAO and / or the Council of the Town of Kentville.

4.0 PROCEDURES

1. Any citizen, a councilor or a staff member of the Town of Kentville, who becomes aware of an individual deserving of recognition under this policy, should contact the CAO's office as soon as possible.
2. The Chief Administrative Officer will determine if the request conforms to the criteria of the policy.
3. The CAO's office will arrange for the half-masting of the flag, and will advise the Mayor, Council and staff of the Town's Administrative offices, of the name of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service for the individual.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 9, 2007
Revision: January 2017. Reformatted.

A handwritten signature in black ink, appearing to read 'M. Phillips', written over a horizontal line.

CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G43 FLAG FLYING POLICY

1.0 PURPOSE

The purpose of this Policy Statement is to provide a fair and consistent response to groups and organizations requesting that their event flag be flown from a Town of Kentville flag pole.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

It shall be the policy of the Town of Kentville that no flag, other than the Federal Flag, the Provincial Flag and/or the Municipal Flag will be flown from a town-owned flag pole.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

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

CAO Mark Phillips

Title: Proposed Bylaw 202 - Reduced Taxation

Meeting Date: November 24, 2025

Department: Administration

RECOMMENDATION

That Council give first reading to Bylaw 202 respecting Reduced Taxation.

SUMMARY

Town of Kentville currently has a policy that gives Council the authority to reduce taxation on property when damaged or destroyed under certain terms and conditions.

Additionally, the Town has received numerous requests for several years from residents on Harrington Road, on the south side of Highway 101, for reduced taxation because they do not receive the same benefits and services as other Town properties.

This proposed new Bylaw updates the current tax reduction policy and includes a provision to reduce the taxation for certain properties on Harrington Road. The change does not exempt these properties from area rates.

LEGISLATION

Section 69(A) of the *Municipal Government Act* states that:

(1) The council may, by policy, provide for the reduction, to the extent that the council considers appropriate, of the taxes payable with respect to a property if a building situated on the property has been destroyed or partially destroyed by fire, storm or otherwise and the assessment of the property does not reflect that the building has been destroyed or partially destroyed, and provide for the reimbursement of any overpayment resulting from the reduction.

(3) Upon a request by the clerk, the Director of Assessment shall value the property for the purpose of a policy adopted pursuant to subsection (1) but, for greater certainty, shall not change the assessment of the property except in accordance with the *Assessment Act*.

Section 73(1) of the *Municipal Government Act* states that a council may set separate commercial and residential tax rates for the area of the municipality determined by the council to be

- (a) a rural area receiving a rural level of services;
- (b) a suburban area receiving a suburban level of services; and
- (c) an urban area receiving an urban level of services.

BACKGROUND

There have been several attempts to address the matter of taxation of properties on Harrington Road, south of Highway 101, but all attempts have been unsuccessful for various reasons. Numerous suggestions have been made, but none have been approved by Council to date.

DISCUSSION

There are six properties within the Town boundary located on Harrington Road south of Highway 101. Five are residential in nature and have dwellings on them. One is a piece of vacant provincial property that probably serves as extra space for the road right-of-way. The proposed policy does not include a tax reduction for the provincial parcel of land.

If the proposed bylaw is adopted, the effective date for the tax reduction for Harrington Road would begin on April 1, 2026, without any provision for past years. The draft bylaw was reviewed by Council Advisory Committee on November 10, 2025.

IMPACT ON STRATEGIC PRIORITIES

One of the Town's key strategic priorities relates to being accountable to our residents with up-to-date policies and bylaws and to ensure they are consistent with community values. In this situation, Council is considering revisions that will treat citizens more fairly that do not receive the same level of service, or have access to that level of service, as other parts of Kentville.

IMPORTANT DATES OR BENCHMARKS

If Bylaw 202 is approved for first reading, it will then be advertised on our website, noting the date for second reading and where a copy of the proposed bylaw can be viewed. The bylaw will then come forward at Council on

December 15, 2025, for review again, and second reading with any approved changes.

BUDGET IMPLICATIONS

The cost of making these changes will be minimal in terms of the bylaw process and eventual newspaper advertising, which can be encompassed without the current operational budget.

Section 3.2 of the bylaw, if approved, will result in a reduction of approximately \$15,000 in taxation revenue from the five properties included within the bylaw beginning on April 1, 2026. Area rates will still charged as applicable and will not be subject to this change.

COMMUNICATION IMPLICATIONS

If the bylaw is approved, the impacted properties owners on Harrington Road will be notified directly by letter of this new bylaw and its impact on each of them. The approved bylaw will be posted on our website for public awareness related to taxation for properties in the future partially or fully destroyed, as well as the different tax rate for residential properties south of Highway 101 not receiving services.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Town of Kentville Bylaw 202

REDUCED TAXATION

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 202 and may be cited as the "Reduced Taxation Bylaw".

2. DEFINITIONS

- 2.1. "Assessment Act" means Chapter 23, of the Revised Statutes of Nova Scotia, 1989, and any amendments thereto.
- 2.2. "Owner" shall have the same meaning as noted in the *Municipal Government Act*.
- 2.3. "Residential property" shall have the same meaning as noted in the *Assessment Act*.
- 2.4. "Town" means Town of Kentville.

3. REDUCED TAXATION

- 3.1 Pursuant to Section 69A of the *Municipal Government Act*, any building or structure that has been destroyed or partially destroyed by fire, storm or otherwise, and that council wishes to reduce the taxes payable with respect to such a property and the assessment of the property does not reflect that the building has been destroyed or partially destroyed, may be reduced by Council by the value of the newly assessed property value as determined by Property Services Valuation Corporation in accordance with the *Assessment Act*, upon an application from the Owner to the Treasurer of the Town.
- 3.2 Properties fully or partially within the Town that are rural in nature and not able to receive the same services as urban properties in Kentville shall have their residential base tax rate established each fiscal year at

the rate charged to the base rate of residential properties within Municipality of the County of Kings irrespective of area rates for those parts of assessable lands and properties within the Town. Area rates shall still apply for these properties according to Kentville's taxation approvals.

- 3.3 Residential properties that are deemed rural in nature under Section 3.2, may be returned to the regular Town residential tax rate should their property begin to receive urban services like other Town residents.

4. REDUCED TAX RATES

The following residential properties are considered rural in nature and receive only a rural level of service and shall be billed according to Section 3.2:

- a. PID 55263586
- b. PID 55434419
- c. PID 55248652
- d. PID 55248645
- e. PID 55248660

5. PENALTY

Any person or Corporation who contravenes any provision of this bylaw, including providing false or misleading information, 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.

6. EFFECTIVE DATE

All sections of this bylaw shall come into force and effect on the date of advertising of this bylaw's approval after second reading, except Section 3.2 which shall come into effect on April 1, 2026.

7. REPEAL

Town of Kentville Tax Reduction Policy - MGA (Section 69A), G37F, approved by Council on the 17th day of June 2017, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: November 24, 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 Reduced Taxation 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 POLICY STATEMENT G37F TAX REDUCTION – MGA (SECTION 69A)

1.0 PURPOSE

To establish a policy to enable Council to provide property tax reduction or relief, for, such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Upon that authority established in Section 69A of the Municipal Government Act, the Town of Kentville may, upon resolution, reduce or rebate property taxes in such amount and for such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

1. The taxpayer shall apply in writing to Council, no later than two years after the date of destruction, requesting a reduction or rebate of property taxes. The date of destruction should be indicated in the letter.
2. The Town of Kentville shall ask the Building Inspector to confirm that the building(s) has become unusable due to fire, storm or flood.
3. The Town of Kentville shall request Assessment Services to provide a new valuation for the purposes of this policy.
4. Upon receipt of the Building Inspector's report and Provincial Assessment report, the Town may reduce the amount of the taxes in proportion to the apparent reduction in value, and for such period or Council may. By resolution, determine.

Town of Kentville, Policy G37: Tax Reduction

APPLICATION

This policy shall be applicable to taxpayers incurring such losses after April 1, 2006 and interest shall not be paid on any rebated amount.

DEFAULT

Notwithstanding anything herein contained to the contrary, it is the intent of the Town that no person shall benefit from his or her own wrongdoing. If such person is found guilty of arson, either civilly or criminally, the Town shall not rebate any taxes; and in the event that taxes have already been rebated and the person is subsequently found responsible for the loss, the rebate shall be deemed to be void ab initio and the rebated sum shall be forthwith recoverable by the Town, with interest.

ADMINISTRATION

The Tax Administrator shall be responsible for administering this policy.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date created:	October 11, 2006
Revisions:	January 2017. Reformatted



CAO Mark Phillips

Title: Proposed Sanitary Sewer Bylaw 203 Regulation of Connecting and Discharging to Town Sewer System

Meeting Date: November 24, 2025
Department: Administration

RECOMMENDATION

That Council give first reading to Bylaw 203 respecting Regulation of Connecting and Discharging to Town Sewer System.

SUMMARY

Council has approved the Sanitary Sewer Operating and Capital Budgets for fiscal 2025–2026 and the respective sewer rates for 2025–2026 and 2026–2027. The Town currently follows Bylaw Chapter 72, which contains the applicable rate schedules in its appendices; these appendices must be updated to reflect these approved rates. Bylaw 203 is presented for first reading to regulate connections and discharges to the Town’s sewer system in accordance with the updated rates and fee structure and is proposed to come into effect April 1, 2025. The proposed bylaw was reviewed by Council Advisory Committee on November 10, 2025.

BACKGROUND

Section 81 (1) of the Municipal Government Act states that a council may make bylaws imposing, fixing and providing methods of enforcing payment of charges for wastewater facilities or storm water systems, the use of wastewater facilities or storm water systems, and connecting to wastewater facilities or storm water systems.

The Municipal Government Act (Part XIV) establishes the provisions and regulatory framework for the operation and management of municipal/town sewer systems.

BUDGET IMPLICATIONS

There are no budget implications. The amended bylaw aligns fees and rates with the approved budgets and rate setting structure.

COMMUNICATIONS

The proposed bylaw will be advertised on our website in 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,

Wanda Matthews
Director of Finance



Town of Kentville Bylaw 203

REGULATION OF CONNECTING AND DISCHARGING TO TOWN SEWER SYSTEM

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 203 and may be cited as the "Sewer Bylaw".

2. DEFINITIONS

- 2.1 "Biochemical Oxygen Demand" or "BOD" means the quantity of oxygen utilized, expressed in milligrams per litre, in the biochemical oxidation of matter within a one-hundred-and-twenty-hour period at a temperature of twenty degrees Celsius as determined in procedures set forth in "Standard Methods";
- 2.2 "Chemical Oxygen Demand" or "COD" means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to "Standard Methods";
- 2.3 "Clerk" means the Municipal Clerk of the Town and includes a person acting under the supervision and direction of the Clerk;
- 2.4 "colour of liquid" means the appearance of a liquid from which the suspended solids have been removed;
- 2.5 "cooling water" means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product;
- 2.6 "Council" means the Council of the Town of Kentville;

- 2.7 "Council Advisory Committee" means the committee of Council designated as such;
- 2.8 "domestic waste" means waste typically derived from dwellings, which complies with the discharge requirements of this Bylaw without treatment prior to discharge into wastewater facilities;
- 2.9 "effluent" means treated wastewater flowing out of a treatment plant;
- 2.10 "Engineer" means the Town Engineer for the Town and includes a person acting under the supervision and direction of the Town Engineer;
- 2.11 "grab sample" means a volume of wastewater, uncontaminated water or effluent which is collected from the wastewater stream over a period not exceeding ten (10) minutes;
- 2.12 "grease" means total fat, oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in "Standard Methods", and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids;
- 2.13 "hailed waste" means any industrial waste which is transported to and deposited into wastewater facilities, excluding hailed wastewater;
- 2.14 "hailed wastewater" means domestic waste removed from a cesspool, septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a holding tank, which is transported to and deposited into wastewater facilities;
- 2.15 "industrial waste" includes waste typically derived from manufacturing, commerce, trade, business or institutions, and includes all waste which is not domestic waste;
- 2.16 "institution" means a facility, usually owned by a government, operated for public purposes such as a school, university, medical facility, museum, prison, government office, or military base;
- 2.17 "maintenance access point" means an access point, such as a chamber, in a private sewer connection to allow for observation,

- sampling and flow measurement of the wastewater, uncontaminated water or storm water therein;
- 2.18 "matter" includes any solid, liquid, or gas;
- 2.19 "pathologic waste" means waste generated in a hospital or similar institution which contains human or animal tissue altered or affected by disease, and instruments or other materials which may have come in contact with diseased tissue;
- 2.20 "person" includes a corporation and the heirs, executors, administrators or other legal representatives of a person, but specifically excludes the Town;
- 2.21 "pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with the "Standard Methods";
- 2.22 "phenolic compounds" means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by "Standard Methods";
- 2.23 "professional engineer" means a registered member in good standing of the Association of Professional Engineers of Nova Scotia;
- 2.24 "Provincial Regulations" means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any Regulation or order made pursuant to the authority of any Statute of Nova Scotia;
- 2.25 "spill" means the deposit or discharge of matter into wastewater facilities or a storm sewer in a quality or quantity that is not in compliance with this By-law;
- 2.26 "Standard Methods for the Examination of Water and Wastewater" (herein referred to as "Standard Methods") means the analytical and examination procedures provided in the edition of the publication of the same name current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association;

- 2.27 "suspended solids" means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by "Standard Methods";
- 2.28 "TKN" means total kjeldahl nitrogen;
- 2.29 "Town" means the Town of Kentville;
- 2.30 "true colour units" means the measure of the colour of the water from which turbidity has been removed;
- 2.31 "uncontaminated water" means any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water;
- 2.32 "waste" means any material discharged into wastewater facilities;
- 2.33 "wastewater" means any liquid waste containing animal, vegetable, mineral or chemical matter in solution or suspension carried from any premises;

3. CONNECTIONS

- 3.1 Every owner of a building, the nearest part of which is not more than one hundred feet from any portion of wastewater facilities, is required, at the owner's expense, to connect and keep connected to wastewater facilities any facilities in the building discharging sewage.
- 3.2 No person shall make a connection to, or a disconnection from, wastewater facilities or a storm sewer without the written approval of the Engineer.
- 3.3 Every person who seeks to make a connection to wastewater facilities shall provide written notice to the Engineer of whether they will deposit or permit the deposit of domestic waste and/or industrial waste into the wastewater facilities, in addition to any other information that the Engineer requires.
- 3.4 The Engineer's approval of a connection to wastewater facilities or a storm sewer shall take the form of a connection permit authorizing the discharge of the matter described in the permit.

- 3.5 The owner of a building connected to the wastewater facilities is responsible for the design, maintenance and construction of that part of the building service connection that is on the owner's property.
- 3.6 No person shall discharge any matter into wastewater facilities or a storm sewer without a connection permit authorizing the discharge of that matter.
- 3.7 No person shall deposit industrial waste into wastewater facilities until:
 - a. Waste Survey Report has been filed with the Engineer; and
 - b. the Engineer has issued a connection permit.
- 3.8 A connection to, or a disconnection from, wastewater facilities or a storm sewer shall comply with the Nova Scotia Road Builders Association Consulting Engineers of Nova Scotia Standard Specifications for Municipal Services, as amended from time to time, and/or such other specifications as adopted by Council by policy.

4. USE OF SEWERS

Discharges to Wastewater Facilities and/or Stormwater System

- 4.1 No person shall permit the discharge into wastewater facilities or a stormwater system controlled by the Town, or into wastewater facilities or a stormwater system or building service connection connecting with the wastewater facilities or stormwater system controlled by the Town, of:
 - a. Hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
 - b. Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of wastewater facilities;
 - c. Wastewater which consists of two or more separate liquid layers;
 - d. Hauled waste or hauled wastewater;
 - e. Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines or stomach casings, bones, hides or parts thereof, manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations;
 - f. Animal fat or flesh in particles larger than will pass through a quarter inch screen;

- g. Gasoline, benzene, naphtha, or fuel oil, or wastewater containing any of these in any quantity;
- h. Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- i. Wastewater having a pH less than 5.5 or greater than 9.5;
- j. Sewage containing dyes or colouring materials which pass through wastewater facilities and discolour the effluent from such facilities;
- k. Wastewater containing any of the following in excess of the indicated concentrations:

Aluminium (Al)	50 Milligrams/Litre
Antimony (Sb)	5 Milligrams/Litre
Arsenic (As)	0.1 Milligram/Litre
Barium (Ba)	5 Milligrams/Litre
Beryllium (Be)	5 Milligrams/Litre
Bismuth (Bi)	5 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chlorides (Cl)	1500 Milligrams/Litre
Chloroform	0.01 Milligrams/Litre
Chromium (Cr)	0.37 Milligrams/Litre
Cobalt (Co)	5 Milligrams/Litre
Copper (Cu)	1 Milligrams/Litre
Cyanide (HCN)	1 Milligrams/Litre
Dichlorobenzene	0.09 Milligrams/Litre
Ethylbenzene	0.057 Milligrams/Litre
Fluorides (F)	10 Milligrams/Litre
Hexachlorobenzene	0.055 Milligrams/Litre
Iron (Fe)	50 Milligrams/Litre
Lead (Pb)	0.1 Milligrams/Litre
Manganese (Mn)	5 Milligrams/Litre
Mercury (Hg)	0.1 milligrams/Litre
Methylene Chloride	0.0981 Milligrams/Litre

Molybdenum (Mo)	5 Milligrams/Litre
Nickel (Ni)	0.55 Milligrams/Litre
Phenolic Compounds	1 Milligrams/Litre
Phosphorus (P)	12 Milligrams/Litre
Sulphates (SO ₄)	1500 Milligrams/Litre
Sulphide (H ₂ S)	0.3 Milligrams/Litre
Selenium (Se)	0.82 Milligrams/Litre
Silver (Ag)	0.29 Milligrams/Litre
Tetrachloroethane	0.04 Milligrams/Litre
Tetracholoethylene	0.05 Milligrams/Litre
Tin (Sn)	5 Milligrams/Litre
Toluene	0.08 Milligrams/Litre
Trichloroethylene	0.054 Milligrams/Litre
Zinc (Zn)	0.03 Milligrams/Litre

- i. Wastewater of which the BOD exceeds:
 - i. two hundred (200) milligrams per litre for domestic waste; and
 - ii. twelve hundred (1200) milligrams per litre for industrial waste produced by pie manufacturing plants;
 - iii. five hundred and fifty (550) milligrams per litre for industrial waste produced by value added food manufacturers or processors;
- m. Wastewater containing more than two hundred (200) milligrams per litre of suspended solids.
- n. Wastewater containing more than eighty-five (85) milligrams per litre of animal fat, grease, or vegetable oil, in liquid or solid form, and, in the case of mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
- o. Wastewater containing more than sixty (60) milligrams per litre of TKN.

- 4.2 Compliance with any limit is not attainable simply by dilution or through the use of enzymes.

- 4.3 Where there is a storm sewer or other method or means of carrying stormwater situate in the portion of the street on which the property immediately abuts, no person shall discharge, or permit the discharge of, stormwater from the property into wastewater facilities. Despite the foregoing, no person shall discharge, or permit the discharge of, stormwater into wastewater facilities if the stormwater, or some portion of the stormwater, was collected from a roof.

DISCHARGES TO STORM SEWERS

- 4.4 No person shall discharge, release, place, or cause to be placed, any substance other than stormwater, uncontaminated water, or cooling water into a storm sewer.
- 4.5 Notwithstanding subsection 4.4, no person shall discharge, or permit the discharge of, uncontaminated water or cooling water that is greater than sixty (60) degrees Celsius into a storm sewer.

5. SAMPLING AND ANALYSIS

- 5.1 Where sampling is done by the Town for the purposes of determining the characteristics or contents of the wastewater, uncontaminated water, or stormwater, to which reference is made in this By-law, which is suspected not to be in compliance with this Bylaw:
- a. one composite sample alone is sufficient and, without limiting the generality of the foregoing, the sample may be comprised of three (3) or four (4) grab samples taken over a maximum ten (10) minute period, may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
 - b. except as otherwise specifically provided in this Bylaw, all tests, measurements, analyses and examinations of wastewater, uncontaminated water and stormwater, shall be carried out in accordance with Standard Methods;
 - c. for each of the metals whose concentration is limited in this Bylaw the analysis shall be for the quantity of total metal, which includes all metal both dissolved and particulate; and
 - d. wastewater flow shall be the average daily flow determined by dividing the monthly flow by the number of days in the month, or the actual daily flow.

- 5.2 Where a common building service connection connects different premises in a building, any of which premises discharge industrial waste, but which premises have separate water meters, and only one maintenance access point is available, the results of tests performed or samples collected from the maintenance access point shall be used to determine compliance with this Bylaw by each of the premises connected to the common building service connection.
- 5.3 The Engineer may from time to time conduct tests at the maintenance access point, or, where there is no maintenance access point at a place determined by the Engineer to be satisfactory to test wastewater being discharged, the Engineer may enter upon the premises from which the wastewater originates and conduct the tests as the Engineer deems necessary.
- 5.4 For the purpose of determining compliance with Section 4.1, the Engineer may test discrete wastewater streams within premises and each stream must comply with Section 4.1.
- 5.5 Where there is more than one maintenance access point for a building, the Engineer may add together the test results from all maintenance access points to determine compliance, but need not do so.
- 5.6 All costs associated with the sampling and analyzing required to determine the characteristics and contents of wastewater, uncontaminated water or stormwater referred to in this By-law shall be paid by the owner or operator of the premises from which the water was discharged.

6. SPILLS

- 6.1 It is a condition of a connection permit for wastewater facilities or a storm sewer that every person who has a spill shall forthwith notify the Engineer by contacting the Town of Kentville 24-hour telephone number 902-679-2500 and, if there is any chance of immediate danger to human health and/or safety, the person who has a spill shall forthwith notify the 911 emergency service.
- 6.2 For any spill for which the person is required to forthwith notify the Engineer, the notification shall include the following information:
 - a. name of the person who has the spill and the address of the location of the spill;

- b. name of person reporting the spill and telephone number where that person can be reached;
 - c. time of the spill;
 - d. type and volume of material discharged and any associated hazards; and
 - e. corrective actions being taken to control the spill.
- 6.3 Within five days following a spill, the person responsible for the spill shall submit to the Engineer a detailed written report describing the cause of the spill and the actions taken, or to be taken, to prevent a recurrence.
- 6.4 For any spill, the person responsible for the spill, their employer, if the spill occurred while carrying out duties on behalf of the employer, and the owner of the property upon which the spill occurred, shall be jointly and severally liable for all costs incurred by the Town as a result of the spill, which shall include the costs set out in Schedule "A" attached to and forming part of this By-law.

7. REPORTS

- 7.1 It is a condition of a connection permit for wastewater facilities that the owner of a property discharging industrial waste into wastewater facilities shall file a Waste Survey Report with the Engineer. This applies to connections made with or without a formal permit, installed both prior to as well as after the effective date of this By-law.
- 7.2 The Waste Survey Report shall contain the following information and shall be signed by an authorized representative of the owner or operator of the premises:
 - a. name and address of the premises, and names of its owner and operator;
 - b. description of process operations, including the type of waste to be discharged, waste discharge rates and contaminant concentrations, hours of operation and plans and reports certified by a professional engineer indicating proposed expansion, addition or new construction;
 - c. a schematic process diagram indicating waste discharge points and waste descriptions;
 - d. the daily volumes and peak discharges of wastewater from the premises;
 - e. the amount of total suspended solids, oil, grease or fat in the wastewater;

- f. the proposed pre-treatment, flow equalization or mixing facilities to be utilized on the premises;
- g. the location of test manholes for wastewater and storm drainage to be discharged from the premises;
- h. the monitoring equipment to be utilized on the premises; and
- i. such other information as the Engineer may request.

- 7.3 The Waste Survey Report shall be in the form specified by the Engineer.
- 7.4 Where a change occurs in any information contained in a Waste Survey Report, the owner or operator of the premises shall submit a new Waste Survey Report, setting out the changes, within thirty days of the change.
- 7.5 It is a condition of a connection permit for wastewater facilities that owners discharging, or permitting the discharge of, industrial waste into wastewater facilities provide reports of the content of that industrial waste, in a form approved by the Engineer, as required by the Engineer on a weekly basis or at such other intervals as the Engineer determines.
- 7.6 All samples used for reporting the content of industrial waste according to subsection 7.5 must be composite samples and all tests, measurements, analyses and examinations of wastewater, its characteristics or contents shall be carried out in accordance with "Standard Methods".
- 7.7 All costs associated with the production of the reports in subsection 7.5 shall be borne by the owner of the property discharging the industrial waste.

8. MAINTENANCE ACCESS POINTS

- 8.1 Every owner of premises connected to wastewater facilities, which premises produce industrial waste containing TKN, or grease, and that uses an average of over 36,400 litres of water per day in any twelve month period, must install and maintain a suitable maintenance access point to allow observation, sampling, and flow measurement of the wastewater, uncontaminated water or stormwater therein, provided that where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with written approval of the Engineer.

- 8.2 The maintenance access point, or alternative device, shall be located on the property of the owner or operator of the premises, unless it is not physically possible and the Engineer has given written approval for a different location.
- 8.3 Every maintenance access point, device, or facility shall be designed and constructed in accordance with good engineering practice and the requirements of the Engineer, and shall be constructed and maintained by the owner and operator of the premises at the expense of the owner and operator. If the maintenance access point, device or facility is not installed as required, the Engineer may cause it to be installed at the expense of the owner and operator of the premises.
- 8.4 Where a maintenance access point, device, or facility is required, the owner shall ensure that every maintenance access point, device, or facility installed is at all times accessible for purposes of observing and sampling the wastewater, uncontaminated water and stormwater therein, and measuring the flow of wastewater, uncontaminated water, and stormwater therein.
- 8.5 All commercial food establishments shall have fat, oil and grease separators installed and maintained regularly so as not to allow fat, oil or grease to enter the wastewater facilities. The Engineer shall be permitted access to the commercial establishment to inspect the separators and to determine compliance with this Bylaw. Failure to install or maintain a working separator shall be an offence under this Bylaw.

9. DISCONNECTION

- 9.1 It is a condition of any connection permit that failure to comply with this Bylaw or Part XIV of the *Municipal Government Act* may result in revocation of approval by the Engineer upon ten (10) days prior notice to the owner of the property.
- 9.2 Revocation of a connection permit by the Engineer may be appealed to Council within ten days of the communication of the Engineer's decision to the owner of the property affected by filing a notice of appeal with the Clerk. The notice of appeal shall specify the basis for the appeal and the relief sought.

- 9.3 Council shall provide the appellant with an opportunity to be heard prior to any decision.
- 9.4 Council may uphold or reverse the Engineer's decision or amend it to include terms or conditions.

10. INSPECTION

The Engineer may inspect, observe, measure, sample and test the wastewater and stormwater on any premises to determine compliance with this Bylaw.

11. FEES

Sanitary Sewer Service Charge

- 11.1 Every owner of land on which any building is connected with, or is required to connect with, wastewater facilities shall pay to the Town an annual Sanitary Sewer Service Charge for the construction, operation and maintenance of the wastewater facilities of the Town.
- 11.2 The Town shall annually determine the Sewer Service Charge pursuant to the Town sewer rate model, designed to recover, in whole or in part, the total annual cost of the sewer system, including capital repayment obligations, through the estimated annual Water Utility consumption and applicable base charges.
- 11.3 Every owner of property who is a non-user of the Water Utility but is a user of the sewer system shall pay a Sewer Service Charge based on the amount of water consumed by a similar classification of user.
- 11.4 The Sanitary Sewer charge shall be billed either quarterly or monthly depending on the classification of the user.
- 11.5 No exemption from the sewer service charge shall be granted for water that is metered and used in production processes, swimming pools, irrigation, or any other purpose where the water is not discharged into wastewater facilities.
- 11.6 The Sanitary Sewer Service Charge shall be calculated as described in Schedule "B" attached to and forming part of this Bylaw.

Service Connection Charge

- 11.7 Every person who connects to wastewater facilities or a storm sewer shall pay to the Town a "Building Service Connection Charge" for each connection for the administration of the connection permit and inspection of the connection, in the amount specified in Schedule "C" attached to and forming part of this By-law.

12. OFFENCES

- 12.1 Any person who contravenes any section of this Bylaw is guilty of an offence and is liable on conviction to a penalty of not less than \$500.00 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this Bylaw continues is a separate offence.
- 12.2 Notwithstanding section 12.1, every person who contravenes section 4.1(n) of this Bylaw is guilty of an offence and is liable on conviction to a penalty of not less than \$1,500 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this Bylaw continues is a separate offence.

13. COSTS

- 13.1 All costs and fees chargeable under this Bylaw shall be due and payable from the date they are assessed.
- 13.2 The Treasurer shall notify anyone liable for the costs or fees of the basis for the costs or fees and the account payable by either by emailing notice to the last known email address of such persons or by posting it on the Owner's property in respect of which it is charged.
- 13.3 All costs or fees remaining unpaid for more than thirty (30) days subsequent to being due and payable shall bear interest at the same rate as charged by the Town for unpaid rates and taxes.
- 13.4 All costs, fees and interest thereon may be sued for and collected in the name of the Town in the same manner as the ordinary rates and taxes payable to the Town may be sued for and collected, and at the option of the Treasurer be collectable at the same time and by the same proceedings as taxes.

13.5 All costs, fees and interest thereon shall be a first lien on the property in respect of which it is payable.

14. REPEAL

Chapter 72 of the Town Bylaws entitled A Bylaw Respecting the Regulation of Connecting and Discharging to the Sewers of the Town of Kentville adopted on February 28, 2011, and Chapter 86 of the Town Bylaws entitled Sanitary Sewer Charges adopted on February 28, 2011, are hereby repealed.

15. EFFECT

This Bylaw shall take effect retroactive to April 1, 2025.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: November 24, 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 Bylaw 203 respecting the Regulation of Connecting and Discharging to Town Sewer System 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

Schedule "A"

SPILLS

Rates:

Rbod = rate in dollars per pound of BOD = \$0.55

Rss = rate in dollars per pound of suspended solids = \$.00

Rfog = rate in dollars per pound of fat, oil and grease = \$.30

Cost recovery charges in Schedule "A" for spills are in addition to the sewer charges outlined in Schedule "B".

$Z = PT/Q$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of $C1 + C2 + C3....$ of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$C = \{ [Rbod \times Y \times B] + [Rss \times Y \times S] + [Rfog \times Y \times G] \} / 100,000$

Rbod = \$0.55 per pound of BOD.

Rss = \$0.00 per pound of suspended solids.

Rfog = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

Schedule "B"**Sanitary Sewer Service Charge**

- A. Where the sole source of water supplied to the property is the Kentville Water Commission, the Sewer Service Charge is the total of the monthly rate based on meter size and the monthly rate based on water consumption, calculated as follows:

Meter Size Rate

Meter Size	Amount (\$) Apr 1 - Sept 30 2025	Monthly Amount (\$) Apr- Sept 2025	Amount (\$) Oct 1, 2025- Mar 31, 2026	Monthly Amount (\$) Oct 1, 2025 – Mar 31, 2026	Amount (\$) Apr 1, 2026 - Mar 31, 2027	Monthly Amount (\$) 2026-2027
5/8"	74.94	12.49	163.86	27.31	244.50	20.38
3/4"	112.41	18.73	245.78	40.97	366.75	30.56
1"	187.35	31.22	409.64	68.28	611.25	50.94
1.5"	374.70	62.45	819.28	136.55	1,222.50	101.87
2"	599.52	99.92	1,310.85	218.48	1,955.99	163.00
3"	1,199.04	199.84	2,621.70	436.95	3,911.99	326.00
4"	1,873.50	312.25	4,096.40	682.74	6,112.46	509.37
6"	3,747.00	624.50	8,192.80	1,365.47	12,224.95	1,018.75
8"	6,744.59	1,124.10	14,747.05	2,457.84	22,004.90	1,833.74

Consumption Rate per 1000 imperial gallons

Amount (\$) Apr- Sept 2025	Amount (\$) Oct 1, 2025- Mar 31, 2026	Amount (\$) 2026-2027
3.80	7.60	5.69

- B. Where the property is supplied with water from a source other than the Kentville Water Commission, the Sewer Service Charge per dwelling unit shall be:

Monthly Amount (\$) Apr- Sept 2025	Monthly Amount (\$) Oct 1, 2025- Mar 31, 2026	Monthly Amount (\$) 2026-2027
30.86	57.71	43.14

Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$150

Industrial, commercial and multi-unit building waste connection charge: \$400



TOWN OF KENTVILLE BY-LAW
CHAPTER 72
A BY-LAW RESPECTING THE REGULATION OF
CONNECTING AND DISCHARGING TO THE SEWERS OF
THE TOWN OF KENTVILLE

SHORT TITLE

1.1 This By-law may be cited as the “Sewers By-law”.

DEFINITIONS

2.1 In this By-law, unless the context otherwise requires:

- a) “Biochemical Oxygen Demand” or “BOD” means the quantity of oxygen utilized, expressed in milligrams per litre, in the biochemical oxidation of matter within a one hundred and twenty hour period at a temperature of twenty degrees Celsius as determined in procedures set forth in “Standard Methods”;
- b) “Chemical Oxygen Demand” or “COD” means the quantity of oxygen utilized in the chemical oxidation of organic matter under standard laboratory procedure, expressed in milligrams per litre, according to “Standard Methods”;
- c) “Clerk” means the clerk of the Town and includes a person acting under the supervision and direction of the clerk;
- d) “colour of liquid” means the appearance of a liquid from which the suspended solids have been removed;
- e) “cooling water” means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with any raw material, intermediate product, waste product or finished product;
- f) “Council” means the Council of the Town;
- g) “Council Advisory Committee” means the committee of Council designated as such;
- h) “domestic waste” means waste typically derived from dwellings, which complies with the discharge requirements of this By-law without treatment prior to discharge into wastewater facilities;
- i) “effluent” means treated wastewater flowing out of a treatment plant;
- j) “Engineer” means the engineer for the Town and includes a person acting under the supervision and direction of the engineer;

- k) “grab sample” means a volume of wastewater, uncontaminated water or effluent which is collected from the wastewater stream over a period not exceeding ten (10) minutes;
- l) “grease” means total fat, oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in “Standard Methods”, and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids;
- m) “hailed waste” means any industrial waste which is transported to and deposited into wastewater facilities, excluding hauled wastewater;
- n) “hailed wastewater” means domestic waste removed from a cesspool, septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a holding tank, which is transported to and deposited into wastewater facilities;
- o) “industrial waste” includes waste typically derived from manufacturing, commerce, trade, business or institutions, and includes all waste which is not domestic waste;
- p) “institution” means a facility, usually owned by a government, operated for public purposes such as a school, university, medical facility, museum, prison, government office, or military base;
- q) “maintenance access point” means an access point, such as a chamber, in a private sewer connection to allow for observation, sampling and flow measurement of the wastewater, uncontaminated water or storm water therein;
- r) “matter” includes any solid, liquid, or gas;
- s) “pathologic waste” means waste generated in a hospital or similar institution which contains human or animal tissue altered or affected by disease, and instruments or other materials which may have come in contact with diseased tissue;
- t) “person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person, but specifically excludes the Town;
- u) “pH” means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with the “Standard Methods”;
- v) “phenolic compounds” means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by “Standard Methods”;
- w) “professional engineer” means a registered member in good standing of the Association of Professional Engineers of Nova Scotia;
- x) “Provincial Regulations” means the requirements and provisions of the Province of Nova Scotia contained in any Provincial Statute or in any Regulation or order made pursuant to the authority of any Statute of Nova Scotia;

- y) "spill" means the deposit or discharge of matter into wastewater facilities or a storm sewer in a quality or quantity that is not in compliance with this By-law;
- z) "Standard Methods for the Examination of Water and Wastewater" (herein referred to as "Standard Methods") means the analytical and examination procedures provided in the edition of the publication of the same name current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association;
- aa) "suspended solids" means insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by "Standard Methods";
- bb) "TKN" means total kjeldahl nitrogen;
- cc) "Town" means the Town of Kentville, a body corporate pursuant to the Municipal Government Act, or the area contained within the boundaries of such body corporate as the context requires;
- dd) "true colour units" means the measure of the colour of the water from which turbidity has been removed;
- ee) "uncontaminated water" means any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water;
- ff) "waste" means any material discharged into wastewater facilities;
- gg) "wastewater" means any liquid waste containing animal, vegetable, mineral or chemical matter in solution or suspension carried from any premises;

CONNECTIONS

3.1 Every owner of a building, the nearest part of which is not more than one hundred feet from any portion of wastewater facilities, is required, at the owner's expense, to connect and keep connected to wastewater facilities any facilities in the building discharging sewage.

3.2 No person shall make a connection to, or a disconnection from, wastewater facilities or a storm sewer without the written approval of the Engineer.

3.3 Every person who seeks to make a connection to wastewater facilities shall provide written notice to the Engineer of whether they will deposit or permit the deposit of domestic waste and/or industrial waste into the wastewater facilities, in addition to any other information that the Engineer requires.

3.4 The Engineer's approval of a connection to wastewater facilities or a storm sewer shall take the form of a connection permit authorizing the discharge of the matter described in the permit.

3.5 The owner of a building connected to the wastewater facilities is responsible for the design, maintenance and construction of that part of the building service connection that is on the owner's property.

3.4 No person shall discharge any matter into wastewater facilities or a storm sewer without a connection permit authorizing the discharge of that matter.

3.5 No person shall deposit industrial waste into wastewater facilities until:

- a) Waste Survey Report has been filed with the Engineer; and
- b) the Engineer has issued a connection permit.

3.6A connection to, or a disconnection from, wastewater facilities or a storm sewer shall comply with the Nova Scotia Road Builders Association Consulting Engineers of Nova Scotia Standard Specifications for Municipal Services, as amended from time to time, and/or such other specifications as adopted by Council by policy.

USE OF SEWERS

Discharges to Wastewater Facilities and/or Stormwater System

4.1 No person shall permit the discharge into wastewater facilities or a stormwater system controlled by the Town, or into wastewater facilities or a stormwater system or building service connection connecting with the wastewater facilities or stormwater system controlled by the Town, of:

- a. Hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
- b. Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of wastewater facilities;
- c. Wastewater which consists of two or more separate liquid layers;
- d. Hauled waste or hauled wastewater;
- e. Paunch manure or intestinal contents from horses, cattle, sheep or swine, hog bristles, pig hooves or toenails, animal intestines or stomach casings, bones, hides or parts thereof, manure of any kind, poultry entrails, heads, feet or feathers, eggshells, fleshing and hair resulting from tanning operations;
- f. Animal fat or flesh in particles larger than will pass through a quarter inch screen;
- g. Gasoline, benzene, naphtha, or fuel oil, or wastewater containing any of these in any quantity;
- h. Wastewater or uncontaminated water having a temperature in excess of sixty (60) degrees Celsius;
- i. Wastewater having a pH less than 5.5 or greater than 9.5;

- j. Sewage containing dyes or colouring materials which pass through wastewater facilities and discolour the effluent from such facilities;
- k. Wastewater containing any of the following in excess of the indicated concentrations:

Aluminium (Al)	50 Milligrams/Litre
Antimony (Sb)	5 Milligrams/Litre
Arsenic (As)	0.1 Milligram/Litre
Barium (Ba)	5 Milligrams/Litre
Beryllium (Be)	5 Milligrams/Litre
Bismuth (Bi)	5 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chlorides (Cl)	1500 Milligrams/Litre
Chloroform	0.01 Milligrams/Litre
Chromium (Cr)	0.37 Milligrams/Litre
Cobalt (Co)	5 Milligrams/Litre
Copper (Cu)	1 Milligrams/Litre
Cyanide (HCN)	1 Milligrams/Litre
Dichlorobenzene	0.09 Milligrams/Litre
Ethylbenzene	0.057 Milligrams/Litre
Fluorides (F)	10 Milligrams/Litre
Hexachlorobenzene	0.055 Milligrams/Litre
Iron (Fe)	50 Milligrams/Litre
Lead (Pb)	0.1 Milligrams/Litre
Manganese (Mn)	5 Milligrams/Litre
Mercury (Hg)	0.1 milligrams/Litre
Methylene Chloride	0.0981 Milligrams/Litre
Molybdenum (Mo)	5 Milligrams/Litre
Nickel (Ni)	0.55 Milligrams/Litre
Phenolic Compounds	1 Milligrams/Litre
Phosphorus (P)	12 Milligrams/Litre
Sulphates (SO ₄)	1500 Milligrams/Litre
Sulphide (H ₂ S)	0.3 Milligrams/Litre
Selenium (Se)	0.82 Milligrams/Litre
Silver (Ag)	0.29 Milligrams/Litre
Tetrachloroethane	0.04 Milligrams/Litre
Tetracholoethylene	0.05 Milligrams/Litre
Tin (Sn)	5 Milligrams/Litre
Toluene	0.08 Milligrams/Litre
Trichloroethylene	0.054 Milligrams/Litre
Zinc (Zn)	0.03 Milligrams/Litre

- l. Wastewater of which the BOD exceeds:
 - i. two hundred (200) milligrams per litre for domestic waste; and
 - ii. twelve hundred (1200) milligrams per litre for industrial waste produced by pie manufacturing plants;

- iii. five hundred and fifty (550) milligrams per litre for industrial waste produced by value added food manufacturers or processors;
 - m. Wastewater containing more than two hundred (200) milligrams per litre of suspended solids.
 - n. Wastewater containing more than eighty-five (85) milligrams per litre of animal fat, grease, or vegetable oil, in liquid or solid form, and, in the case of mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
 - o. Wastewater containing more than sixty (60) milligrams per litre of TKN.
- 4.2 Compliance with any limit is not attainable simply by dilution or through the use of enzymes.
- 4.3 Where there is a storm sewer or other method or means of carrying stormwater situate in the portion of the street on which the property immediately abuts, no person shall discharge, or permit the discharge of, stormwater from the property into wastewater facilities. Despite the foregoing, no person shall discharge, or permit the discharge of, stormwater into wastewater facilities if the stormwater, or some portion of the stormwater, was collected from a roof.

DISCHARGES TO STORM SEWERS

- 4.4 No person shall discharge, release, place, or cause to be placed, any substance other than stormwater, uncontaminated water, or cooling water into a storm sewer.
- 4.5 Notwithstanding subsection 4.4, no person shall discharge, or permit the discharge of, uncontaminated water or cooling water that is greater than sixty (60) degrees Celsius into a storm sewer.

SAMPLING AND ANALYSIS

- 5.1 Where sampling is done by the Town for the purposes of determining the characteristics or contents of the wastewater, uncontaminated water, or stormwater, to which reference is made in this By-law, which is suspected not to be in compliance with this By-law:
- a. one composite sample alone is sufficient and, without limiting the generality of the foregoing, the sample may be comprised of three (3) or (4) grab samples taken over a maximum ten (10) minute period, may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
 - b. except as otherwise specifically provided in this By-law, all tests, measurements, analyses and examinations of wastewater, uncontaminated water and stormwater, shall be carried out in accordance with Standard Methods;

- c. for each of the metals whose concentration is limited in this By-law the analysis shall be for the quantity of total metal, which includes all metal both dissolved and particulate; and
 - d. wastewater flow shall be the average daily flow determined by dividing the monthly flow by the number of days in the month, or the actual daily flow.
- 5.2 Where a common building service connection connects different premises in a building, any of which premises discharge industrial waste, but which premises have separate water meters, and only one maintenance access point is available, the results of tests performed or samples collected from the maintenance access point shall be used to determine compliance with this Bylaw by each of the premises connected to the common building service connection.
- 5.3 The Engineer may from time to time conduct tests at the maintenance access point, or, where there is no maintenance access point at a place determined by the Engineer to be satisfactory to test wastewater being discharged, the Engineer may enter upon the premises from which the wastewater originates and conduct the tests as the Engineer deems necessary.
- 5.4 For the purpose of determining compliance with section 4.1, the Engineer may test discrete wastewater streams within premises and each stream must comply with Section 4.1.
- 5.5 Where there is more than one maintenance access point for a building, the Engineer may add together the test results from all maintenance access points to determine compliance, but need not do so.
- 5.6 All costs associated with the sampling and analysing required to determine the characteristics and contents of wastewater, uncontaminated water or stormwater referred to in this By-law shall be paid by the owner or operator of the premises from which the water was discharged.

SPILLS

- 6.1 It is a condition of a connection permit for wastewater facilities or a storm sewer that every person who has a spill shall forthwith notify the Engineer by contacting the Town of Kentville 24-hour telephone number listed in the telephone book and available through directory assistance (currently 679-2500) and, if there is any chance of immediate danger to human health and/or safety, the person who has a spill shall forthwith notify the 911 emergency service.
- 6.2 For any spill for which the person is required to forthwith notify the Engineer, the notification shall include the following information:
- a. name of the person who has the spill and the address of the location of the spill;
 - b. name of person reporting the spill and telephone number where that person can be reached;
 - c. time of the spill;
 - d. type and volume of material discharged and any associated hazards; and
 - e. corrective actions being taken to control the spill.

- 6.3 Within five days following a spill, the person responsible for the spill shall submit to the Engineer a detailed written report describing the cause of the spill and the actions taken, or to be taken, to prevent a recurrence.
- 6.4 For any spill, the person responsible for the spill, their employer, if the spill occurred while carrying out duties on behalf of the employer, and the owner of the property upon which the spill occurred, shall be jointly and severally liable for all costs incurred by the Town as a result of the spill, which shall include the costs set out in Schedule "A" attached to and forming part of this By-law.

REPORTS

- 7.1 It is a condition of a connection permit for wastewater facilities that the owner of a property discharging industrial waste into wastewater facilities shall file a Waste Survey Report with the Engineer. This applies to connections made with or without a formal permit, installed both prior to as well as after the effective date of this By-law.
- 7.2 The Waste Survey Report shall contain the following information and shall be signed by an authorized representative of the owner or operator of the premises:
- a. name and address of the premises, and names of its owner and operator;
 - b. description of process operations, including the type of waste to be discharged, waste discharge rates and contaminant concentrations, hours of operation and plans and reports certified by a professional engineer indicating proposed expansion, addition or new construction;
 - c. a schematic process diagram indicating waste discharge points and waste descriptions;
 - d. the daily volumes and peak discharges of wastewater from the premises;
 - e. the amount of total suspended solids, oil, grease or fat in the wastewater;
 - f. the proposed pre-treatment, flow equalization or mixing facilities to be utilized on the premises;
 - g. the location of test manholes for wastewater and storm drainage to be discharged from the premises;
 - h. the monitoring equipment to be utilized on the premises; and
 - i. such other information as the Engineer may request.
- 7.3 The Waste Survey Report shall be in the form specified by the Engineer.
- 7.4 Where a change occurs in any information contained in a Waste Survey Report, the owner or operator of the premises shall submit a new Waste Survey Report, setting out the changes, within thirty days of the change.
- 7.5 It is a condition of a connection permit for wastewater facilities that owners discharging, or permitting the discharge of, industrial waste into wastewater facilities provide reports of the content of that industrial waste, in a form approved by the Engineer, as required by the Engineer on a weekly basis or at such other intervals as the Engineer determines.
- 7.6 All samples used for reporting the content of industrial waste according to subsection 7.5 must be composite samples and all tests, measurements,

analyses and examinations of wastewater, its characteristics or contents shall be carried out in accordance with "Standard Methods".

- 7.7 All costs associated with the production of the reports in subsection 7.5 shall be borne by the owner of the property discharging the industrial waste.

MAINTENANCE ACCESS POINTS

- 8.1 Every owner of premises connected to wastewater facilities, which premises produce industrial waste containing TKN, or grease, and that uses an average of over 36,400 litres of water per day in any twelve month period, must install and maintain a suitable maintenance access point to allow observation, sampling, and flow measurement of the wastewater, uncontaminated water or stormwater therein, provided that where installation of a maintenance access point is not possible, an alternative device or facility may be substituted with written approval of the Engineer.
- 8.2 The maintenance access point, or alternative device, shall be located on the property of the owner or operator of the premises, unless it is not physically possible and the Engineer has given written approval for a different location.
- 8.3 Every maintenance access point, device, or facility shall be designed and constructed in accordance with good engineering practice and the requirements of the Engineer, and shall be constructed and maintained by the owner and operator of the premises at the expense of the owner and operator. If the maintenance access point, device or facility is not installed as required, the Engineer may cause it to be installed at the expense of the owner and operator of the premises.
- 8.4 Where a maintenance access point, device, or facility is required, the owner shall ensure that every maintenance access point, device, or facility installed is at all times accessible for purposes of observing and sampling the wastewater, uncontaminated water and stormwater therein, and measuring the flow of wastewater, uncontaminated water, and stormwater therein.
- 8.5 All commercial food establishments shall have fat, oil and grease separators installed and maintained regularly so as not to allow fat, oil or grease to enter the wastewater facilities. The Engineer shall be permitted access to the commercial establishment to inspect the separators and to determine compliance with this Bylaw. Failure to install or maintain a working separator shall be an offence under this Bylaw.

DISCONNECTION

- 9.1 It is a condition of any connection permit that failure to comply with this By-law or Part XIV of the Municipal Government Act may result in revocation of approval by the Engineer upon ten days prior notice to the owner of the property.
- 9.2 Revocation of a connection permit by the Engineer may be appealed to Council Advisory Committee within ten days of the communication of the Engineer's decision to the owner of the property affected by filing a notice of appeal with the Clerk. The notice of appeal shall specify the basis for the appeal and the relief sought.

9.3 Council Advisory Committee shall provide the appellant with an opportunity to be heard prior to any decision.

9.4 Council Advisory Committee may uphold or reverse the Engineer's decision or amend it to include terms or conditions.

INSPECTION

10.1 The Engineer may inspect, observe, measure, sample and test the wastewater and stormwater on any premises to determine compliance with this Bylaw.

FEES

Sanitary Sewer Service Charge

11.1 Every owner of land on which any building is connected with, or is required to connect with, wastewater facilities shall pay to the Town an annual Sanitary Sewer Service Charge for the construction, operation and maintenance of the wastewater facilities of the Town.

11.2 The Sanitary Sewer Service Charge shall be calculated as described in Schedule "B" attached to and forming part of this By-law.

Service Connection Charge

11.3 Every person who connects to wastewater facilities or a storm sewer shall pay to the Town a "Building Service Connection Charge" for each connection for the administration of the connection permit and inspection of the connection, in the amount specified in Schedule "C" attached to and forming part of this By-law.

OFFENCES

12.1 Any person who contravenes any section of this By-law is guilty of an offence and is liable on conviction to a penalty of not less than \$500.00 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this By-law continues is a separate offence.

12.2 Notwithstanding section 12.1, every person who contravenes section 4.1(n) of this By-law is guilty of an offence and is liable on conviction to a penalty of not less than \$1,500 and not more than \$10,000 and in default of payment to imprisonment for a term of not more than one year. Every day during which a contravention of, or failure to comply with, this By-law continues is a separate offence.

COSTS

13.1 All costs and fees chargeable under this By-law shall be due and payable from the date they are assessed.

- 13.2 The Clerk shall notify anyone liable for the costs or fees of the basis for the costs or fees and the account payable by either mailing notice by regular post to the last known address of such persons or by posting it on the property in respect of which it is charged.
- 13.3 All costs or fees remaining unpaid for more than thirty days subsequent to being due and payable shall bear interest at the same rate as charged by the Town for unpaid rates and taxes.
- 13.4 All costs, fees and interest thereon may be sued for and collected in the name of the Town in the same manner as the ordinary rates and taxes payable to the Town may be sued for and collected, and at the option of the Clerk be collectable at the same time and by the same proceedings as taxes.
- 13.5 All costs, fees and interest thereon shall be a first lien on the property in respect of which it is payable.

REPEAL

- 14.1 Chapter 19 of the Town By-laws entitled Sewer By-law, Chapter 60 of the Town By-laws entitled Sanitary Sewer By-law, and Chapter 65 of the Town By-laws entitled Sanitary Sewer By-law Amendments are hereby repealed.

EFFECT

- 15.1 This By-law shall take effect on March 31, 2009.

Town of Kentville, By Law Chapter 72: Sanitary Sewers

Date of first reading:	January 24, 2011
Date of advertisement of Notice of Intent to Consider:	February 1, 2011
Date of second reading:	February 28, 2011
*Date of advertisement of Passage of By-Law:	March 8, 2011
Date of mailing to Minister a certified copy of By-Law:	March 11, 2011

I certify that this Sanitary Sewers Bylaw – Chapter 72 was adopted by Council and published as indicated above.

*Effective Date of the By-Law unless otherwise specified in the By-Law

Schedule "A"

SPILLS

Cost recovery charges in Schedule "A" for Spills and are in addition to the sanitary sewer charges outlined in Schedule "B".

$$Z = PT/Q$$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of C1 + C2 + C3.... of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$$C = [(R_{bod} \times Y \times B) + (R_{ss} \times Y \times S) + (R_{fog} \times Y \times G)] / 100,000$$

R_{bod} = \$0.50 per pound of BOD.

R_{ss} = \$0.00 per pound of suspended solids.

R_{fog} = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

Recommendation

R_{bod} = rate in dollars per pound of BOD = \$0.50

R_{ss} = rate in dollars per pound of suspended solids = \$.00

R_{fog} = rate in dollars per pound of fat, oil and grease = \$.30

Schedule "B"
Sanitary Sewer Service Charge

A. Where the sole source of water supplied to the property is the Kentville Water Commission, the Sanitary Sewer Service Charge is the total of the monthly rate based on meter size and the monthly rate based on consumption, calculated as follows:

Meter Size Rate

Size ("	Per Month
5/8	\$7.38
0.75"	\$11.07
1"	\$18.46
1 ½	\$36.92
2	\$59.06
3	\$118.13
4	\$184.58
6	\$369.15
8	\$664.47
10	\$1,033.62

Consumption Rate

Rate Per 10 cu. Metres \$4.22

B. Where the property is supplied with water from a source other than the Kentville Water Commission, the Sanitary Sewer Service Charge shall be \$17.25 per month per dwelling unit.

C. There will be no exemption from the sanitary sewer service charge for water metered and used in production premises, swimming pools, irrigation, or in any other manner, although such water is not discharged into wastewater facilities.

Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$75

Industrial waste connection charge: \$200



**TOWN OF KENTVILLE BY-LAW
CHAPTER 86
SANITARY SEWER CHARGES**

SHORT TITLE

1. This By-law may be cited as the "Sanitary Sewer Charges By-law".

SANITARY SEWER CHARGES

2. Chapter 72 of the Town By-laws entitled Sewers By-law is hereby amended by deleting Schedules "A" and "C" therein and replacing them with Schedules "A" and "C" attached to and forming part of this By-law.

EFFECT

3. This By-law shall take effect upon publication

CLERKS ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

March 8, 2011

Date of mailing to Minister a certified copy of By-Law:

March 11, 2011

I certify that this Sanitary Sewers Bylaw – Chapter 86 was adopted by Council and published as indicated above.

CAO Mark Phillips

*Effective Date of the By-Law unless otherwise specified in the By-Law

(AMENDED)
Schedule "A"

SPILLS

Cost recovery charges in Schedule "A" for Spills and are in addition to the sanitary sewer charges outlined in Schedule "B".

$$Z = PT/Q$$

Z is the monthly cost in \$ for the monthly billing period.

P is the total cost in \$ of C1 + C2 + C3.... of all daily costs in the billing period.

C = total cost in \$ per day for the particular test date as determined by the following formula:

$$C = [(R_{bod} \times Y \times B) + (R_{ss} \times Y \times S) + (R_{fog} \times Y \times G)] / 100,000$$

R_{bod} = \$0.50 per pound of BOD.

R_{ss} = \$0.00 per pound of suspended solids.

R_{fog} = \$0.30 per pound of fat, oil and grease, as approved by Council each year.

B = is the concentration in milligrams per litre by which the BOD of the sewage tested exceeds the two hundred (200) milligrams per litre.

S = is the concentration in milligrams per litre by which the suspended solids of the sewage tested exceeds the two hundred (200) milligrams per litre.

G = is the concentration in milligrams per litre by which the grease content of the sewage tested exceeds eighty-five (85) milligrams per litre.

Y = flow (water consumption) in the average number of imperial gallons per day, used in the billing period.

T = number of days in the billing period.

Q is the total number of tests performed in the monthly billing period.

(AMENDED)
Schedule "C"

Building Service Connection Charge

Domestic waste connection charge: \$75

Industrial waste connection charge: \$200

Workplace Harassment Prevention Policy

Meeting Date: November 24, 2025

Department: Joint Occupational Health and Safety Committee

RECOMMENDATION

That Council approve Policy 103 respecting Workplace Harassment.

SUMMARY

Province of Nova Scotia has implemented a requirement for a Workplace Harassment Prevention policy for all provincially regulated employers. This policy has been developed and reviewed by the Joint Occupational Health and Safety (JOHS) Committee to ensure compliance with provincial *Occupational Health and Safety Act*.

BACKGROUND

Over the past several months, the JOHS Committee has effectively collaborated to develop a policy for Workplace Harassment Prevention. This policy was developed to meet Provincial requirements that were set to become effective September 1, 2025. This requires all provincially-regulated employers in Nova Scotia to implement a Workplace Harassment Prevention Policy.

DISCUSSION

Town of Kentville's Workplace Harassment Policy was reviewed by JOHS Committee on November 5, 2025, and Council Advisory Committee on November 10, 2025. The policy aligns with the Province's required elements for workplace harassment prevention and reflects the Town's commitment to providing a safe, respectful, inclusive and inclusive workplace for all employees.

This policy fulfills the employer requirements outlined under:

- Nova Scotia Occupational Health and Safety Act, Section 82(1)(a)(v)
- Violence in the Workplace Regulations, made under the OHS Act
- Human Rights Act (Nova Scotia) – related to protection from discrimination and harassment

Consultation was completed with:

- Town of Kentville JOHS Committee
- Association of Municipal Administrators of Nova Scotia



Policy 103 WORKPLACE HARASSMENT

1. Purpose

Town of Kentville is committed to providing a safe, healthy, and respectful workplace for all employees, volunteers, contractors, and members of the public.

Workplace harassment of any kind will not be tolerated. This policy outlines the Town's commitment to preventing, identifying, and addressing workplace harassment and ensuring a culture of dignity and mutual respect.

2. Policy Statement

Town of Kentville will take all reasonable steps to:

- a. Create a safe work environment for all employees and prevent harassment in the workplace.
- b. Address incidents of harassment promptly and effectively.
- c. Protect individuals from retaliation for reporting harassment or participating in an investigation.
- d. Promote awareness, education, and understanding of workplace respect and professional conduct.

3. Scope

This policy applies to:

- a. All Town of Kentville employees - full-time, part-time, casual, seasonal, or contract.
- b. Members of Town Council.
- c. Volunteers, students, and contractors performing work on behalf of the Town.
- d. All work-related settings and activities, including Town facilities, vehicles, off-site meetings, community events, and online communications.

4. Definitions

4.1 "Workplace Harassment" means any inappropriate conduct, comment, display, action, or gesture by a person that:

- (i) Adversely affects another person's dignity, psychological, or physical well-being, and
- (ii) Is known or reasonably expected to be unwelcome.

Harassment can be a single serious incident or repeated behavior over time.

Examples include, but are not limited to:

- Verbal abuse, name-calling, or threats.
- Insults, jokes, or comments that demean or humiliate.
- Displaying or circulating offensive materials (in print or online).
- Intimidation, bullying, or exclusionary behavior.
- Unwelcome physical contact or advances.
- Abuse of authority or position.

4.2 "Sexual Harassment" means any unwelcome behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes:

- Unwanted touching or physical contact.
- Sexually suggestive remarks, jokes, or gestures.
- Inappropriate inquiries or comments about appearance or relationships.
- Requests for sexual favours, or implied rewards or consequences related to such requests.

4.3 "Discriminatory Harassment" may also be based on protected characteristics under the *Nova Scotia Human Rights Act*, such as:

- Age
- Race, colour, or ethnic origin
- Gender identity or expression
- Sexual orientation

- Disability
- Religion or creed
- Family or marital status

5. Responsibilities

5.1 Town of Kentville shall:

- Maintain a harassment-free workplace.
- Provide training and awareness for all staff.
- Ensure all complaints are taken seriously and investigated promptly.
- Protect confidentiality to the extent possible.
- Take corrective or disciplinary action when harassment is substantiated.

5.2 Managers and Supervisors

- Model respectful behavior at all times.
- Address inappropriate conduct immediately.
- Report and document any complaints or observed incidents.
- Support and protect employees involved in a complaint or investigation.

5.3 Employees

- Treat others with respect and professionalism.
- Refrain from engaging in harassment.
- Report incidents of harassment to a supervisor or other designated contact.
- Participate honestly and respectfully in investigations when required.

6. Reporting Harassment

How to Report

Employees who experience or witness harassment are encouraged to report the matter as soon as possible. Reports may be made to:

- The employee's immediate supervisor, or
- If the complaint involves a senior manager or elected official, to the Chief Administrative Officer (CAO) or Mayor.

Reports can be made verbally or in writing and should include:

- A description of the incident(s),
- The date(s), time(s), and location(s), and
- The names of anyone involved or who witnessed the behavior.

Anonymous reports will be reviewed to the extent possible, recognizing that anonymity may limit investigation outcomes.

7. Investigation Process

Upon receiving a complaint:

- a. The Town will acknowledge receipt promptly and ensure safety and confidentiality.
- b. A qualified investigator (internal or external) will be assigned to conduct a fair and impartial investigation.
- c. Both the complainant and respondent will have the opportunity to provide information and identify witnesses.
- d. Findings will be documented in a written report.
- e. The Town will determine appropriate actions based on the findings.

All parties will be informed of the outcome, within the limits of privacy legislation.

8. Corrective Action

If harassment is substantiated, the Town may take disciplinary action up to and including termination of employment, removal from volunteer roles, or exclusion from Town facilities or programs.

9. Protection from Retaliation

The Town strictly prohibits retaliation against anyone who:

- Reports harassment in good faith, or
- Participates in an investigation.

Any act of reprisal will itself be treated as a serious violation of this policy.

10. Confidentiality

All reports, investigations, and records will be handled with discretion and confidentiality, consistent with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and related municipal policies.

11. Training and Awareness

The Town will provide ongoing education for all staff and Council members on workplace respect, harassment prevention, and reporting procedures.

12. Policy Review

This policy will be reviewed every three years or as required by legislative changes.

Seven Day Notice of Policy: November 10, 2025

Council Approval:

In Effect:

This is to certify that Policy 103, Workplace Harassment, was approved by Town Council on the th day of , 2025

Mayor

Clerk

“APPENDIX A”

Town of Kentville – Workplace Harassment Incident Report Form

Confidential Document

This form is to be used by any employee, volunteer, or contractor who wishes to report a concern or incident of workplace harassment.

All information will be handled confidentially in accordance with Town policy and privacy legislation.

Section 1: Reporter Information

Name: _____

Job Title/Role: _____

Department: _____

Phone Number: _____

Email Address: _____

- ☐ I am reporting on my own behalf
☐ I am reporting as a witness to harassment
☐ I am reporting on behalf of another individual (with their consent)

Section 2: Details of the Incident

Date(s) of Incident: _____

Time(s): _____

Location(s): _____

Person(s) alleged to have engaged in harassment:

Relationship to you (e.g., coworker, supervisor, member of the public):

Describe what happened:

(Please include as much detail as possible — what was said or done, by whom, and how you responded.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Were there any witnesses?

☐ Yes ☐ No

If yes, please list their names and contact information:

Section 3: Previous Action Taken (if any)

Have you spoken to anyone about this incident (supervisor, colleague, union rep)?

☐ Yes ☐ No

If yes, please describe what actions were taken and when:

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Section 4: Impact

Please describe how this incident has affected you (e.g., emotionally, physically, professionally):

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Section 5: Desired Outcome

What outcome or resolution are you seeking? (e.g., investigation, mediation, corrective action, support)

[illegible]

Section 6: Supporting Documentation

Please list any documents, emails, screenshots, or other evidence you are submitting with this report:

Section 7: Declaration

I confirm that the information provided above is accurate to the best of my knowledge.

I understand that submitting this report may initiate an investigation under the Town of Kentville's Workplace Harassment Policy.

Signature: _____

Date: _____

Section 8: Office Use Only

Date Received: _____

Received By: _____

File Number: _____

Action Taken:

- ☐ Acknowledgement Sent
- ☐ Investigation Initiated
- ☐ Informal Resolution
- ☐ No Further Action (explain below)

Assigned Investigator: _____

Investigation Start Date: _____

Investigation Completed: _____

Outcome/Decision Summary:

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Reviewed By: _____

Date: _____

Mayor Andrew Zebian

November 24th, 2025

Highlights:

Committee and Commission Appointments:

Committee 1:

Council Advisory Committee: November 10th, 2025

- Policy 101 – Traffic Calming
- Policy 102 – Flags
- Bylaw 202 – Reduced Taxation (first reading)
- Bylaw 203 – Sewers (first reading)
- Land Use Bylaw Amendment – Concurrent Construction and Conditional Permitting
- Housing Diversity and Community Balance in the General Commercial (C1) Zone
- Policy 103 – Workplace

Committee 2:

Council Meeting: October 27th, 2025:

- Appointment of the Deputy Mayor (Deputy Mayor Crowell)
- Adoption of the 4-Year Strategic Priorities Plan
- Approval of Terms of Reference for the Nominating Committee
- Nominating Committee established-
Deputy Mayor Crowell/Councillor Hamilton+Mayor (chair)
- Second reading of proposed amendments to the Land Use By-law and Subdivision By-law
 - Phase development
 - Cul-de-sac standards
 - R3–R4 lot frontage standards
- Second reading of By-law 200 (Board of Police Commissioners)

Committee 3:

Council Advisory Committee Meeting: October 14th, 2025:

Events and Meetings:

October 28, 2025

- Kentville Water Commission – 3:00 PM
- Kentville Source Water meeting
- Meeting with Mr. Dave Ritcey and Donna Conrad

October 30, 2025

- Public Participation Meeting – LUB amendments

October 31, 2025

- Phone interviews/calls with CBC and All Nova Scotia

November 3, 2025

- Pumpkin Drop at KCA School- One of the highlights of being the Mayor is attending the annual pumpkin drop. It's awesome to see the excitement in the children's eyes as those pumpkins are dropped.
- Interview with All Nova Scotia regarding ongoing issues and challenges the business community and residents are facing in the Downtown Core.
- Phone call from Jamie Kelly (Province)

November 4, 2025

- Interview with CBC Radio regarding ongoing issues and challenges the business community and residents are facing in the Downtown Core

November 5, 2025

- Meeting with resident regarding lack of supports for those with mental illness and addictions
- Interview with The Advertiser regarding ongoing issues and challenges the business community and residents are facing in the Downtown Core
- Meeting with CAO – CAC agenda
- Legion Dinner – (attended with Deputy Mayor) to celebrate and award members for their service.

November 6, 2025

Annapolis Valley Chamber of Commerce event – (attended with Deputy Mayor)
Congratulations to all of the businesses in the Annapolis Valley!

November 7, 2025

- Soccer tournament – brought greetings from the Town. NKEC NKEC Titans win the Provincial Championship! 4-1

November 10, 2025

- Remembrance Day ceremony at NKEC School (attended with Deputy Mayor)
- Meeting with KBC President Paul Dixon – 3:00 PM regarding Downtown Kentville issues/challenges.
- CAC Meeting – 5:00 PM

November 11, 2025

- Remembrance Day service at the Cenotaph. The weather participated and it was a beautiful day. Well attended and I enjoyed speaking about my Mother's Uncle, who served in WW2. His aircraft was shot down in 1943 and he is buried in Holland at the Bergen-op-Zoom Canadian War Cemetery, searching for her brother's name.
- Visit to the Kentville Legion

November 12, 2025

- Meeting with resident Paul Pineo

November 13, 2025

- Business community meeting regarding downtown challenges – Rec Centre, 6:00 PM. I invited the business community to speak about their concerns and discussing how we can make Downtown safer and more inviting.

November 14, 2025

- Meeting facilitated by Minister Lohr @ the Rec Centre. Community partners who work across the homeless sector were invited. It was attended by various other groups and the Mayor of the County of Kings and the Mayor of Berwick. It was great to hear the roles each community partner has. The discussion did not focus on the current situation in Kentville. What was clear, and openly acknowledged....is that every one of these organizations needs more support. While the round table covered broad issues, what did not get addressed is what can happen specifically in Kentville. Our Town has unique needs and unique pressures. Decisions made at a distance, without local context or consultation, will not be effective. The scale of what we are facing requires full provincial partnership.

November 19, 2025

- Inter-Municipal Service Agreement meeting – Valley Waste & Kings Transit – 10:00 AM

November 20, 2025

- Public Participation Meeting – Rezoning of 153 Belcher Street

November 21, 2025

- Tree Lighting event in downtown Kentville (expected to take place in Centre Square due to Main Street work) This is my other favorite event of the year.

Debra Crowell Deputy Mayor November 2025

Highlights:

- Devour! Opening Gala (Oct 22)
- Royal Canadian Legion Kentville Branch #006 dinner
- Annapolis Valley Chamber of Commerce business awards dinner
- Remembrance Day

Committee and Commission Appointments:

Investment Advisory Committee

Key Agenda Items:

- Review portfolio for October 2025
- Year-to-date return = 9.353%

Decisions: No decisions were made

The Chair, Councillor Savage, will provide more details.

Kentville Business Community:

Key Agenda Items:

- Post mortem on Pumpkin People Festival, Update on Holly Days, Downtown construction update, Discussions re: unhoused population, budget preparation for 2026.

Decisions: *Downtown Kentville* will apply for a summer student for summer 2026.

Joint Fire Services Committee: (October 23)

Key agenda items:

- Financial report, Update on JFS Agreement process, new truck arrived

Decisions: JFSC will tentatively meet in December re: Joint Fire Services agreement

Kentville Water Commission: (October 28)

Key agenda items:

- Financial Report, Construction update, Fluoride update

Decisions: Fluoride was reinstated August 28, 2025

Events and Meetings:

- Meeting 1: October 31, 2025- Meeting with Mayor & Province (by Zoom)
Meeting 2: November 5, 2025- Meet with CAO & Mayor
Meeting 3: November 10, 2025- Council Advisory Committee

COUNCIL REPORT



- Meeting 4: November 12, 2025- Investment Advisory Committee
- Meeting 5: November 12, 2025- Kentville Business Community
- Meeting 6: November 13, 2025- Business community meeting Rec Centre
- Meeting 7: November 14, 2025- Meeting with Province, Town and others
- Meeting 8: November 20, 2025- PPM- Belcher Street
- Meeting 9: November 24, 2025- Council

- Event 1: November 5, 2025- Legion dinner with Mayor Zebian
- Event 2: November 6, 2025- AVCC awards dinner with Mayor Zebian
- Event 3: November 10, 2025- NKEC Remembrance Day service with Mayor Zebian
- Event 4: November 11, 2025- Remembrance Day ceremony
- Event 5: November 21, 2025- Holly Days tree lighting!

John Andrew

November 18, 2025

Highlights:

It was a busy month of hearing from citizens and the business community alike. Positive feedback on several fronts along with completion of Kentville's Strategic Priorities have signified a positive shift at Town Hall. This has been juxtaposed by increasing concern about a growing street culture in town. This matter was made front and center with word of Provincial plans for Kentville. This news (that the Province was purchasing more property in town for supports and services for people at-risk) is a matter Kentville must address. KBC and members of the business community themselves took a lead in facilitating discussion and engagement and I issued a personal statement that many said they appreciated. Minister Lohr has responded with an information session and has since taken initiative to gather stakeholders and informed voices around the issue of homelessness.

Committee and Commission Appointments:

I was away for a family funeral and missed Valley REN and REMO meetings.

Events and Meetings:

- Meeting with KBC representative re challenges facing our downtown – August 11th
- Meeting with Kentville Resting re immigration issues – September 5th
- Special Council Meeting / CAC – September 8th
- Middleton Town Council re supporting vulnerable and unhoused people: Monday, September 15th
- Joint Regional Council Meeting: Wednesday, September 17th
- Caribbean Festival: Sunday, September 28th
- In-Camera / Council: Monday, September 29th
- Harvest Festival: Saturday, October 4th
- Strategic Priorities & Conflict Legislative Change: Thursday, October 9th
- Remembrance Day Service / Legion Reception: Tuesday, November 11th
- Joint Fire Service Meeting: Thursday, October 23rd
- Water Commission: Tuesday, October 28th
- LUB Amendments: Thursday, October 30th
- Meeting w/ Coordinated Access Manager: Monday, October 27th
- CAC: Monday, November 10th
- Business Community Concerns re: Provincial projects & investments impacting businesses and our downtown more broadly: Thursday, November 13th
- Valley Restorative Justice AGM: Tuesday, November 18th

Rob Baker, Councilor **November 24, 2025**

Highlights:

1. Appreciation for the great work of Public Works and contractors in repairing infrastructure, paving streets and sidewalks. Appreciation for everyone's patience.
2. Appreciation for the efforts of the business community to be heard on the effects of the Provincial government awarding funding to organizations that serve the unhoused without a public plan.
3. Funding to continue the Annapolis Valley Regional Library has been requested of Council.

Committee and Commission Appointments:

October 27 – Public Hearing on 354 Main Street and Town Council Meeting
November 10 – Public Participation Meeting and Council Advisory Committee
November 12 – Diversity Kings Meeting
November 13 – Heritage Committee Meeting 4PM unable to attend
November 13 – 6PM Downtown Kentville Business Association Meeting
November 14 – Meeting with MLA Lohr and affected stakeholders re: unhoused unable to attend
November 20 – Annapolis Valley Regional Library Board Meeting.
November 21 – HOLLY DAYS in Kentville

Ongoing discussions with residents about how to zone Kentville, how to serve the unhoused. Visiting Downtown Kentville businesses to share their input.

Samantha Hamilton, Councillor
October 22 – November 18, 2025
Highlights:

This report covers the period from October 22 to November 18, 2025. Over the past month, I continued to focus on community engagement and collaboration by meeting with residents and provincial representatives to discuss local priorities and challenges. Topics of discussion included community safety, inclusion and diversity, and regional homelessness. These ongoing conversations are helping to strengthen partnerships and identify actionable solutions that support the well-being of residents in Kentville and the surrounding areas.

Committee and Commission Appointments:

Board of Police Commission:

- The Commission reviewed the Kentville Police Service Strategic Plan and continued discussions on the provincial police review and the recent Police Conference in Digby. The Board also discussed downtown safety concerns, ongoing operational challenges, and issues raised by the community and business owners. Updates were given on the Community Care Navigator (CCN) position, including its impact and value.

Meetings:

- **Council Meeting** – November 27
- **Council Advisory Committee (CAC)** – November 10 (regrets)
- **Meeting with Minister John Lohr** – November 14
Attended a meeting with Minister John Lohr and many other stakeholders to discuss homelessness in Kentville and the broader region. Several stakeholders summarized their organization's purpose. The discussion highlighted the need for coordinated efforts among municipal, provincial, and community partners to address both immediate needs and long-term housing solutions. Minister Lohr plans to create a committee to discuss ideas and solutions for homelessness in our area. No further discussion about future plans in our area.

Community Engagement:

- **Resident Meetings** - Had the opportunity to meet one-on-one with residents to gather valuable feedback and discuss downtown safety, concerns, and ongoing efforts related to community engagement, inclusion, diversity, equity, and accessibility issues with the recent IDEA committee.

Closing Remarks:

This month has been filled with engagement and collaboration through important conversations about safety, inclusion, and housing stability in our community. I value the opportunity to connect directly with residents and provincial leaders, and I remain committed to expanding communication, partnership, and action as we continue to build a safe, inclusive, and supportive Kentville. I hope you will join me for Holly Days in Kentville this upcoming holiday season.

Respectfully submitted, Councillor Samantha Hamilton

NAME AND TITLE- Cathy Maxwell

COUNCIL MEETING DATE- November 24/25

Highlights:

There has been much work done on Infrastructure in town as one highlight however the big one is Remembrance Day Ceremonies. My father was in the RAF as a tail gunner on the Lancaster aircraft. Like many WW2 veterans he did not talk about the war very much, however he usually watched the Ottawa Ceremony on TV and for many years he would get a call from one of his crew members. So, Remembrance Day Ceremonies are important to me. This year it was on my mind what he and many of the WW2 veterans would think about the changes in governance in the States and its spread into Canada.

Committee and Commission Appointments:

Committee 1: Water Commission

Key Agenda Items and Discussion

- A review of the of the Operating and Capital Budgets was given and the Finance Director was comfortable with the Operating Budget so far. The Capital Budget is a bit over due to the expected placement of new meters in new builds.
- Fluoride was put back in our water as of August 28th.

Committee 2: Heritage Committee

Key Agenda Items:

- Review of those properties we will recommend for Heritage Status
- Review of the plaques we would like to order for those properties we designate as Kentville Heritage Properties

Discussion and Decisions

- We added a couple new properties to our registry
- We will be recommending 4 properties to Council for Heritage Designation
- We choose a plaque design and have sent it to staff to check the cost

- We are also looking at designing an interactive map of those buildings designated as heritage in Kentville.

Events and Meetings:

Council Meeting Oct 27th

Water Commission Meeting Oct 28th

Public Participation Meeting Oct 30th

November 10th CAC

November 11th Remembrance Ceremony

November 13th Heritage Committee Meeting

November 13th Meeting with KBC on homelessness in Kentville

November 14th Meeting with John Lhor and Valley Stakeholders on homelessness in our area.

Training and Development:

Cate Savage – Councillor Savage

Highlights:

**This past month was lighter than the previous month.
I have RSC and BOPC coming up over the ensuing weeks. I will report on same in my December report.**

Last Council Meeting – October 27th

Last CAC – November 10th

Committee and Commission Appointments:

Committee 1:

IAC – November 12th

Our money weighted net YTD = 9.353% versus the balanced income CAD 9.87%.

A few of our stocks raised their dividends which indicates a long term payout of cash flow.

Our asset allocation remains well diversified – with the major components being long term ..canadian equity and American equity. The PF is inching closer to the \$15M mark – currently sitting at \$14,975,000.

Unratified minutes are available and will be included in my next months reports once ratified.

Committee 2:

RSC – no meeting

Committee 3: BOPC

No meeting

Committee 4: Source Water Protection

October 28th

Director Bell provided us w updates on well field expansion and the monitoring of wells. Further he gave us a water report and ended with the review of source water protection plan.

Events and Meetings:

October 30th – PP Meeting LUB Amendments (Brison)

November 6th – AVCC Business Awards

November 11th – Remembrance Day Service – Kentville

November 13th – Downtown Kentville Businesses – panel Mayor Zebian / Chief Marty Smith / Paul Dixon – President of Downtown Kentville

Training and Development:

None for this past month

Title: Code of Conduct Investigations (3) Summary of Costs

Meeting Date: November 24, 2025

Department: Administration

SUMMARY

During the spring and summer of 2025, Council received three complaints under its code of conduct policy that was mandated to be created and adopted by the Province of Nova Scotia. The complaints were made by members of the public, and their identity is required to be kept confidential other than to those involved with the investigation.

All investigations of code of conduct complaints are required to be carried out by independent legal experts who have experience in natural justice. Council appointed Burchell Wickwire Bryson as its main independent legal investigator with a second firm acting as a back-up in cases of a conflict of interest. All three reports and recommendations have now been presented to Council and copies provided to each council member accused of breaching the Town of Kentville's Code of Conduct.

Two of the three investigations noted no breaches took place. The third complaint and investigation indicated that only one part of the complaint was found to be breached and recommended a letter of warning. Council, after debate, noted that the person identified in the breach had already acknowledged their mistake and apologized and therefore no further sanctions were warranted.

LEGISLATION

Determinations

13 After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred any appropriate sanctions to impose in accordance with Sections 17 and 18.

Public record

15 After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;

(c) the council's determination and any sanction imposed.

Council determination final

16 A council's determination regarding a complaint is final and binding on all parties.

BUDGET IMPLICATIONS

Investigation of each alleged Code of Conduct violation was required to be carried out by an external person with experience conducting investigations and applying the principles of natural justice and procedural fairness. In this case, all three investigations were conducted by Parker Byrne of Burchell Wickwire Bryson.

The legal bill for all three complaints is as follows:

Complaint 1:	Legal Fees	\$9,279.50
	Discount	\$2,042.50
	HST	\$1,013.18
	Total	\$8,250.18
Complaint 2:	Legal Fees	\$8,527.50
	Discount	\$2,350.00
	HST	\$864.85
	Total	\$7,042.35
Complaint 3:	Legal Fees	\$11,974.00
	Discount	\$3,395.00
	HST	\$1,201.06
	Total	\$9,780.06
TOTAL	Legal Fees	\$29,781.00
	Discount	\$7,787.50
	HST	\$3,079.09
	Total	\$25,072.59

Respectfully submitted,

Chris McNeill
Chief Administrative Officer