

Town of Kentville Council Meeting

November 25, 2024, 6:00pm, Kentville Town Hall

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
 - (a) Council Meeting, October 1, 2024
 - (b) Special Council Meeting, October 1, 2024
 - (c) Special Council Meeting, Swearing In, November 6, 2024
- 4. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Read by Councillor John Andrew
 1. Street Sweeper Request
 2. Amendment to Policy Statement G16 “Code of Conduct for Elected Officials”
 3. Code of Conduct for Elected Officials for the Town of Kentville
 4. Climate ready Plans and Processes Grant Application
 - (b) Council Reports
 1. Councillor John Andrew
 2. Councillor Rob Baker
 3. Councillor Debra Crowell
 4. Councillor Samantha Hamilton
 5. Councillor Cathy Maxwell
 6. Councillor Cate Savage
 - (c) Mayor’s Report
- 5. OLD BUSINESS**
 - (a) None
- 6. NEW BUSINESS**
 - (a) 2025 Council Meeting Calendar
 - (b) Appointment of Council Members to Committees
- 7. PUBLIC COMMENTS**
- 8. CORRESPONDENCE**
- 9. IN-CAMERA**
 - (a) Land
 - (b) Legal
- 10. ADJOURNMENT**

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TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: October 1, 2024

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 Sandra Snow called the meeting to order at 6:00 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Director of Engineering and Public Works Dave Bell, Director of Planning and Development Darren Shupe, Planner Derek Robertson and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition: 9.b In Camera, Legal

It was moved

That the agenda of October 1, 2024 be approved as amended.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

3. APPROVAL OF THE MINUTES

(a) Council meeting held on July 29, 2024

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It was moved that the minutes of the Council meeting on July 29, 2024 be approved as amended.

MOTION CARRIED

(b) Special Council meeting held on July 29, 2024

It was moved that the minutes of the Special Council meeting on July 29, 2024 (5:00pm) be approved as distributed.

MOTION CARRIED

(c) Special Council meeting held on July 29, 2024

It was moved that the minutes of the Special Council meeting on July 29, 2024 (5:45pm) be approved as distributed.

MOTION CARRIED

(d) Special Council meeting held on August 14, 2024

It was moved that the minutes of the Special Council meeting on August 14, 2024 be approved as distributed.

MOTION CARRIED

(e) Special Council meeting held on August 21, 2024

It was moved that the minutes of the Special Council meeting on August 21, 2024 be approved as distributed.

MOTION CARRIED

(f) Special Council meeting held on September 9, 2024

It was moved that the minutes of the Special Council meeting on September 9, 2024 be approved as distributed.

MOTION CARRIED

(g) Special Council meeting held on September 16, 2024

It was moved that the minutes of the Special Council meeting on September 16, 2024 be approved as distributed.

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MOTION CARRIED

(h) Public Hearing held on September 25, 2024

It was moved that the minutes of the Public Hearing on September 25, 2024 be approved as distributed.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

(a) Land Use Bylaw Amendment, by Order of Utility and Review Board

Mayor Sandra Snow reviewed the Brison Development planning application process from 2023 in the MacDougall Heights area. This process resulted in an appeal at the Utility and Review Board, ruling in favour of the developer. The town’s Land Use Bylaw must be amended to align with the ruling of the UARB.

Report available for more information.

It was moved by Deputy Mayor Cate Savage and Councillor Cathy Maxwell

Whereas the Nova Scotia Utility and Review Board ordered that Kentville Town Council approve their application,

Be it resolved that Council Approves the application by Brison Developments Ltd. to rezone property identified as PID 55247761 from Large Lot Residential (R5) to Single Family Dwelling (R1), one-and-two-Unit Dwellings (R2) and High Density Residential (R4) as shown on the attached map of zoning amendments.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(b) Second Reading, Planning Application from Brison Developments

Mayor Sandra Snow reviewed the Brison Development planning application process for the “Kentville Crossing” site and asked Council to give consideration to second and final reading to the changes to the land use bylaw and town policies.

Report available for more information.

Discussion

- Concerns about the lack of housing in Kentville.

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- Support for the development to support housing, to protect the town’s groundwater zone.
- Clarification that the stormwater protection plan will review and assess existing and aging infrastructure. All new developments will be constructed to standards and policies that have a net-zero stormwater policy.
- Reminder of the history of the property, regional housing crisis, protection of drinking water, changing methods, climate and best practices.
- Support for the Land Use Bylaw and Municipal Planning Strategy as living documents which change with new conditions, challenges and opportunities.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

That the council give second Reading to approve the application to change the future designation of PID 5551774 from Industrial to Residential zoning;

Further to rezone the area marked Phase 1 on the map in the planner’s report to a mixture of R3 and R4 and the Phase 2 remainder to High Density R5 residential;

And further amend the MPS and make necessary policy changes as outlined in the reports.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Huntley, Maxwell, Savage, Snow, Yorke and Zebian
Councillors who voted against this motion:
Gerrard*

5. RECOMMENDATIONS AND REPORTS

- (a) Council Advisory Committee**
 - (1) Capital Projects Request**

At the September 9, 2024 meeting of Council Advisory Committee, Director Wanda Matthews described upcoming capital projects around recreation and active transportation, and asked Council to consider a capital budget allocation of \$354,400 to support these projects.

Report available for more information.

It was moved by Councillor Cathy Maxwell and Deputy Mayor Cate Savage

That Council approve the addition to the 2024-2025 Capital Investment Plan of \$354,400 with funding sources as detailed in the report.

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MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(2) Public Participation Policy Amendment

At the September 9, 2024 meeting of Council Advisory Committee, Deputy Clerk Jennifer West reviewed that with the amendments to the Municipal Planning Strategy in February of 2024, there were also new procedures for contacting neighbouring municipalities. These are reflected in the revised MPS and the policy amendment here also reflects this new process.

Report available for more information.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council approve the amendment to Policy G62 Public Participation – Planning to meet current Provincial requirements for notice to abutting municipalities.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard

(3) Council Remuneration

At the September 9, 2024 meeting of Council Advisory Committee, Strategic Initiative Coordinator Alisha Christie reviewed the proposed Council remuneration for the 2024-2028 Mayor and Council.

Report available for more information.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That Council approve the attached amendments to Policy Statement G5 Council Remuneration, Schedule A.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

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Highlights included hearings, special council meetings, public meetings and a Board of Police Commissioners meeting.

(2) Councillor Paula Huntley

Highlights included NSFV, Divert Nova Scotia, painting at the Lions Hall, Research Station information session, Anglican Church breakfast, Love Literacy, Valley's Best Chamber awards, and the Cemetery Walk.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included the Kentville Marlins swim meet, Multicultural Festival, Tiny Meadows event opening, Anglican Church breakfast, Inclusion and Access Advisory Committee, and the Annapolis Valley Trails Coalition.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included Kentville Business Community meetings, Mural Festival and Multicultural Festival, welcome to the new Executive Director Meg Hodges, special meetings of council, public participation meetings, public hearings, a meeting of the Investment Advisory Committee and the Kings Regional Sewer Committee. She commented on the new alert authority for emergencies being appointed to the region's Chief Administrative Officers.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included celebration of Treaty Day and Mi'kmaq History month, Board of Police Strategic Plan, and the update on the impact of the fire on the offices of Kings Point to Point.

(6) Councillor Andrew Zebian

Highlights included a discussion with the Heritage Committee, Multicultural Festival, Lions Club painting event, and the Tiny Meadows opening.

Report available for more information.

CAO Jeff Lawrence reported that staff attended the Association of Municipal Administrators conference, preparation of meetings for Council and progress on the police union contract.

Question about the progress of the development project on Mee Road. The appointment of the Development Officer later in this meeting will help move this development forward again.

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(c) Mayor Sandra Snow

Mayor Snow reported on her activities this month with highlights including planning for the Nova Scotia Federation of Municipalities annual conference, presentation by Nova Scotia Power, presentation by Anita Anand, Change of Parade, opening of Tiny Meadows, Battle of Britain event, and the Multicultural Festival.

Report available for more information.

6. NEW BUSINESS

(a) Appointments to the Inclusion and Access Advisory Committee

Mayor Sandra Snow reviewed the membership of the Inclusion and Access Advisory Committee, and the recommendation that two residents be added to the committee.

Report available

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

Council Advisory Committee recommends

That Council approve the following appointments to the Kentville inclusion and access advisory committee for a two-year term:

**Kait Bowser; and
Stephen Weiss.**

MOTION CARRIED
*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(b) Appointment of Development Officer

CAO Jeff Lawrence reviewed the position of Development Officer with the Town, and the recommendation that Council appoint Ben Croll to this position.

Report available

It was moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian

That Council that council approve the appointment of Ben Croll as the Development Officer in accordance with MGA Part VIII paragraph 243(1): and

Further remove Raleigh King and Fuki Asai as the Development Officers.

MOTION CARRIED
Councillors who voted in favour of this motion:

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Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(c) Heritage Bylaw

Councillor Andrew Zebian reviewed the development of this Heritage Properties Bylaw, and the process of registering sites of value in the town.

Report available

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

**That Council approve First reading of the Heritage Bylaw; and
Further schedule second reading for the October Council Meeting.**

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

(d) Legal Report

CAO Jeff Lawrence provided the legal reporting to Council on the first quarter.

Report available

(e) Sanitary Sewer

Director of Engineering and Public Works Dave Bell provided the draft Sanitary Sewer Area Service operating and capital budgets for 2024-2025.

Report available

It was moved by Deputy Mayor Cate Savage and Councillor Cathy Maxwell

**That Council approve the Sanitary Sewer Area Service Operating Budget in the
amount of \$1,742,500 for the year 2024-2025;
and further conduct a rate study.**

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

It was moved by Deputy Mayor Cate Savage and Councillor Craig Gerrard

**That Council approve the Sanitary Sewer Area Service Capital Budget in the
amount of \$277,000 for the year 2024-2025.**

MOTION CARRIED

DRAFT

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(f) **Temporary Borrowing Resolution – Capital Projects**

CAO Jeff Lawrence provided the details of the proposed temporary borrowing resolution to support the 2024-2025 capital plan.

Report available

It was moved by Deputy Mayor Cate Savage and Councillor Gillian Yorke

**That Council approve the Temporary Borrowing Resolution to fund planned 24/25 capital expenditures as follows:
TBR Various \$1,381,000.**

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

7. CORRESPONDENCE

(a) **None**

8. PUBLIC COMMENTS

(a) **Sharon Kehoe**

Suggestion of where to find the 2015 stormwater management study on the Utility and Review Board website. Concern about stormwater management plan.

(b) **Garry Randall**

Concerns about the process of the Ryan's Park site plan approval, and not being able to speak at the appeal meeting. Appreciation of the decision not to expropriate Ron Cousins land.

(c) **Ron Cousins**

Concerns about the change to nine-storey building at Ryan's Park.

9. IN CAMERA

It was moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian

That Council move into a closed session at 8:11 p.m. to discuss legal matters.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

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It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council move back into open session at 8:17 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

10. ADJOURNMENT

It was moved

That the October 1, 2024 meeting of Council adjourn at 8:17 p.m.

MOTION CARRIED

Approved by CAO Jeff Lawrence

DRAFT



**TOWN OF KENTVILLE
SPECIAL COUNCIL MEETING
Meeting Minutes: October 1, 2024**

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 Sandra Snow called the meeting to order at 5:00 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Director of Planning, Director of Engineering and Public Works and Development Darren Shupe and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and Councillor Paula Huntley

That the agenda of the Special Meeting of Council October 1, 2024 (5pm) be approved as amended.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

3. BUSINESS ARISING FROM THE MINUTES

(a) Ryans Park Appeal Process

Mayor Sandra Snow reviewed the process of receiving, reviewing and amending the site plan for this development.

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Report available for more information.

It was moved by Deputy Mayor Cate Savage and Councillor Paula Huntley

That Council approve the Site Plan Approval for Ryan’s Park.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian
Councillors who voted against this motion:
Snow*

(b) Questions from Appellants:

Aryan had concerns about the traffic study, the capacity of Valley Regional to withstand this increase of the population, and the change from a pocket community into a dense financial opportunity.

Julie had concerns about the original site plan, lack of green space, lack of accountability for these changes, insufficient parking, traffic, and lack of stormwater management plan, and planning.

Ashley and Brian had concerns about the change in vision for this development, flooding on private properties, traffic, stormwater and sewer capacity, vertical developments, and the loss of the view of the valley and river.

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

That Council uphold the Development Officer decision to grant site plan approval.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

Discussion

- Clarification about designated park space for this development. Greenspace would be noted on the original site plan.
- Clarification of traffic on the site in the past, to support the school. Director Dave Bell outlined the process of completing a traffic impact study.
- Appreciation to the appellants for their contribution to the process.
- Support for the development because it meets the defined criteria established by the town.
- Confirmation that the sanitary sewer line which would service this development can meet the needs.

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- Planner Derek Robertson reminded council that the site plan approval includes the requirement for green space and amenity space, and limited timeframe only to start construction.
- Concerns about the timeframe for completion of construction.
- Support for the vision and details of the existing site plan.
- Reminder that timeline is not part of the appeal process.
- Reminder of the housing study and workforce study for this region, and the need for developments.

4. ADJOURNMENT

It was moved

That the October 1, 2024 Special Meeting of Council adjourn at 5:45 p.m.

MOTION CARRIED

Approved by CAO Jeff Lawrence

DRAFT



**TOWN OF KENTVILLE
SPECIAL COUNCIL MEETING
Meeting Minutes: November 6, 2024**

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

Chief Administrative Officer Jeff Lawrence called the meeting to order at 6:30 p.m. and noted that all members of the newly elected Council were present: Mayor Sandra Snow, Mayor Elect Andrew Zebian, Councillor Elect John Andrew, Councillor Elect Rob Baker, Councillor Elect Cathy Maxwell, Councillor Elect Samantha Hamilton, Councillor Elect Debra Crowell and Councillor Elect Cate Savage.

Staff in attendance included Chief Administrative Officer Jeff Lawrence, Director of Engineering and Public Works Dave Bell, Strategic Initiatives Coordinator Alisha Christie and Recording Secretary Jennifer West.

2. APPROVAL OF THE AGENDA

It was moved

That the agenda of the November 6, 2024 Special Meeting of Council be approved.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

3. NEW BUSINESS

(a) Election Results

Deputy Clerk Jennifer West announced that, Pursuant to Section 129 of the Municipality Elections Act, from an election having been held in the Town of Kentville on October 19th, 2024, for the term of office from November 2024 to November 2028, declare the following individuals to have been elected:

Andrew Zebian, Mayor
John Andrew, Councillor
Rob Baker, Councillor

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Debra Crowell, Councillor
Samantha Hamilton, Councillor
Cathy Maxwell, Councillor
Cate Savage, Councillor

(b) Swearing in of Council

Deputy Clerk Jennifer West officiated the swearing in ceremony for the following Councillors for the 2024-2028 term:

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

(c) Mayor's Thanks and Welcome to New Council

Mayor Andrew Zebian addressed the outgoing Council to give appreciation for their service, welcomed the new Council and thanked CAO Lawrence and all staff.

A recess was held for 20 minutes

(d) Election of Deputy Mayor

Mayor Andrew Zebian reviewed the process of electing the Deputy Mayor for the Town and asked for nominations from the floor.

Councillor Debra Crowell was nominated and accepted the nomination.
Councillor Cate Savage was nominated and declined the nomination.

Mayor Zebian announced that Debra Crowell will have the title of Deputy Mayor from November 2024 to November 2025.

4. ADJOURNMENT

It was moved

**That the November 6, 2024 meeting of Council adjourn at 7:08 p.m.
MOTION CARRIED**

Approved by CAO Jeff Lawrence



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Street Sweeper Request

At the November 12, 2024 meeting of Council Advisory Committee, Director of Engineering and Public Works, presented a capital equipment purchase request for a street sweeper for delivery in summer of 2025. This is a replacement of an existing vehicle which has reached the end of its life.

Council Advisory Committee recommends

That Council approve the purchase of a replacement 2025 Street Sweeper and Hydrovac Excavation Truck for the purchase of \$496,000 including non-recoverable HST.

November 25, 2024

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

Capital Equipment Purchase – 2025/26 Fiscal Year

TOK202404

Meeting Date: November 12, 2024

Department: Engineering & Public Works

Strategic Priority: Public Works – Capital Equipment Purchase – Street Sweeper

RECOMMENDATION

That Council approve the purchase of a replacement 2025 Street Sweeper and Hydrovac Excavation Truck for the purchase of \$496,000 including non-recoverable HST.

SUMMARY

In the approved 2024/25 Capital Budget there was a line item to purchase a new Street Sweeper and Hydrovac Excavation Truck to replace the End-of-Life, 16-year-old vehicle for \$450,000 including the non-recoverable portion of the HST. This purchase was deferred to 2025/26 due to availability and the urgent need of a replacement 2-ton plow truck that was purchased this year.

Through Canoe Procurement we have secured a delivered price of \$496,000 including the non-recoverable portion of the HST. The \$450,000 budgeted for this year will be carried over to next fiscal year but leaves a budget shortfall of \$46,000 to complete the purchase.

In order for this specialized piece of equipment to be delivered by mid 2025, it needs to be ordered this fall. Invoicing will not occur until the equipment is delivered.

BUDGET IMPLICATIONS

The proposed funding for this purchase will come from the following sources:

Capital Reserves:	\$86,000
Equipment Reserves:	\$60,000
Debenture:	<u>\$350,000</u>
TOTAL:	\$496,000

RECOMMENDATION

That Council approve the purchase of a replacement 2025 Street Sweeper and Hydrovac Excavation Truck for the purchase of \$496,000 including non-recoverable HST using the above funding sources.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Amendment of Policy Statement G16 Code of Conduct for Elected Officials

At the November 12, 2024 meeting of Council Advisory Committee, Strategic Operations Coordinator Alisha Christie reviewed the development of the code of conduct regulation for municipal elected officials, and the process of adoption that has been mandated by the province.

Council Advisory Committee recommends

- 1. That Council direct staff to provide a report on the recommended changes to Policy Statement G57 Committees of Council.**
- 2. That Council repeal Policy Statement G16 Code of Conduct for Elected Officials.**

November 25, 2024

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

Repeal of Policy Statement G16 Code of Conduct for Elected Officials

TOK202405

Meeting Date: November 25, 2024

Department: Administration

Strategic Priority:

RECOMMENDATION

That Council repeal Policy Statement G16 Code of Conduct for Elected Officials.

SUMMARY

The Province of Nova Scotia brought forward a Code of Conduct for Municipal Elected Officials in October 2024 which requires mandatory adoption by municipalities. This new code will supersede the town's existing policy.

BACKGROUND

The Town of Kentville established a code of conduct for elected officials in 2005 and this has been revised a number of times from 2012 to 2017. Implementation of code of conduct investigations and sanctions has been a challenge with this policy.

Starting in 2017, the Nova Scotia Federation of Municipalities (then known as the Union of Nova Scotia Municipalities) created a working group of provincial and municipal staff and elected officials to create a Code of Conduct for Municipal Elected Officials. The group completed the policy which was passed by the province in October 2024, with instructions for mandatory adoption before December 19, 2024.

DISCUSSION

Staff reviewed the existing town policy for code of conduct in the context of the new mandatory policy that the town is required to adopt. The attached documents show each section of the existing policy which are covered by the new code of conduct, and also the town's Committees of Council Policy (G57), the town's Hospitality Policy (G68), the Municipal Government Act, and other legislation. The remaining sections have no significant legislative value. Staff recommend repeal of Policy Statement G16 Code of Conduct for Elected Officials, and adoption of the new provincial policy.

IMPORTANT DATES OR BENCHMARKS

Municipalities are required to formally adopt the new code of conduct by December 19, 2024.

JURISDICTIONAL SCAN

All municipalities will adopt and follow the new code of conduct beginning in December 2024.

RELATED COUNCIL DISCUSSIONS

November 12, 2024. Council Advisory Committee.

Presented to Council as a staff report. Council asked that staff bring two motions to the November 25 meeting of Council- one to repeal the existing policy and one to adopt the provincial policy.

BUDGET IMPLICATIONS

The new code of conduct requires having a professional on retainer who will act as the code of conduct investigator. Town staff are currently assessing the requirements for this investigator role and will be seeking appropriate candidates.

POLICY IMPLICATIONS

Section 4.5.2 in the existing Code of Conduct policy states: “Members of the public appointed to Council Committees must respect both the word and the spirit of the Code of Conduct as it applies to them and also as it applies to members of Council.”

Staff recommend that Council also review and update the Committees of Council policy to change the wording from “Code of Conduct” to “Code of Conduct for Elected Officials in the Town of Kentville” to clearly connect the committees policy with the new Code of Conduct policy. In making this amendment, staff would also bring updates and amendments for this policy to the December meeting of CAC.

COMMUNICATION IMPLICATIONS

This policy will be advertised on the town website and social media. It will be accessible on the front page of the website for easy access and awareness.

ATTACHMENTS AND LINKS

Policy Statement G16, Code of Conduct for Elected Officials

- Original
- Red Line edits
- Remaining policy after edits

RECOMMENDATIONS

1. That Council direct staff to provide a report on the recommended changes to Policy Statement G57 Committees of Council.

2. That Council repeal Policy Statement G16 Code of Conduct for Elected Officials.



TOWN OF KENTVILLE POLICY STATEMENT G16 CODE OF CONDUCT FOR ELECTED OFFICIALS

1.0 PURPOSE

1.1 The purpose of this policy is to establish guidelines for the ethical and inter-personal conduct of Members of Council. The Council is answerable to the community through democratic processes and this code will assist in providing for the good governance of the Town of Kentville.

2.0 DEFINITIONS

2.1 **Member:** Council Members are elected officials of the Town of Kentville. Members may also refer to any member of the public who is assigned to a Town of Kentville committee. Members are agents of the public whose primary objective is to address the needs of the citizens.

2.2 **Harassment:** Harassment is any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this policy applies, directed at and offensive to another person, and that the person knew or ought reasonably to have known:

- 2.2.1 would be unwelcome and cause offence or harm;
- 2.2.2 would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;
- 2.2.3 would affect a person's reputation;
- 2.2.4 would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;
- 2.2.5 would be discrimination on account of one or more factors listed in the *Human Rights Act*;
- 2.2.6 would be bullying as defined under the *Education Act*; or
- 2.2.7 would be cyberbullying as defined under the *Cyber-safety Act* or under another Act.

2.3 Communication: Social Media, Verbal, Electronic, Paper and/or Telephone

3.0 SCOPE

3.1 The public expects the highest standards of professional conduct from members elected to local government. This policy applies to all elected officials of the Town of Kentville and Town of Kentville appointed Citizen Committee Members. This policy does not apply to debate and council proceedings.

4.0 PROCEDURES

4.1 Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the bylaws of

the town as well as the applicable provincial and federal laws. As public servants, members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests. Council members will endeavor to make educated decisions, by gathering information from other council members, and when applicable, from individuals or groups.

4.2 All Members recognize the responsibility of the Mayor to accurately communicate the decisions of Council, even if they disagree with such decisions, such that respect for the decision-making process of Council is fostered.

4.3 Members are committed to making decisions impartially and in the best interests of the town and recognize the importance of fully observing the requirement of the Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest. Council members will be cognizant of issues involving a Conflict of Interest (either direct or indirect), and will declare such Conflicts of Interest when they occur.

4.4 Council members seeking information from staff, will do so through the office of the Chief Administrative Officer (CAO).

4.5 In regards to Council conduct members shall:

- 4.5.1 uphold the law and the code of conduct at all times. Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence;
- 4.5.2 seek to advance the common good of the Town as a whole while conscientiously representing the communities they serve;
- 4.5.3 treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations;
- 4.5.4 perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - integrity – giving the town’s interests absolute priority over private individual interests;
 - honesty – being truthful and open;
 - objectivity – making decisions based on careful and fair analysis of the facts;
 - accountability – being accountable to each other and the public for decisions taken; and
 - leadership – confronting challenges and providing direction on the issues of the day.

4.5.5 uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community.

4.6 Council members are responsible for the following duties:

- 4.6.1 to represent the public and to consider the well-being and interests of the municipality;
- 4.6.2 to develop and evaluate the policies and programs of the municipality;
- 4.6.3 to determine which services the municipality provides;
- 4.6.4 to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- 4.6.5 to ensure the accountability and transparency of the governance and operations of the municipality, including the activities of the senior management of the municipality;
- 4.6.6 to maintain the financial integrity of the municipality;
- 4.6.7 to carry out the duties of council under this or any other act;
- 4.6.8 to review the Town's Code of Conduct as required and make any amendments considered appropriate. Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S 1989, c. 300. Thereafter, members shall review the Code semi-annually (May and November) and recommit to the code;
- 4.6.9 to review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration;
- 4.6.10 to observe a high standard of professionalism when representing the Town and in their dealings with members of the broader community;
- 4.6.11 to practice good governance and ensure that decisions are taken in the best interests of all stakeholders and to enable the Town to function as a good corporate citizen. Schedule A Decision Making by Council is provided as an Aide-Memoire;
- 4.6.12 to recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the Town;

- 4.6.13 to not make personal comments about other Council members. It is acceptable to publicly disagree about an issue but it is unacceptable to make derogatory comments about other Council members, their opinions and actions;
 - 4.6.14 to attend all scheduled Town Council meetings and assigned Committee meetings;
 - 4.6.15 to fully participate in Town Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others;
 - 4.6.16 to prepare in advance of meetings and be familiar with issues on the agenda;
 - 4.6.17 to represent the Town at ceremonial functions at the request of the Mayor;
 - 4.6.18 to be respectful of other people's time;
 - 4.6.19 to stay focused and act efficiently during public meetings;
 - 4.6.20 to serve as a model of leadership and civility to the community;
 - 4.6.21 to inspire public confidence;
 - 4.6.22 to demonstrate honesty and integrity in every action and statement;
 - 4.6.23 to participate in scheduled activities: and
 - 4.6.24 to provide contact information with the Town Clerk/CAO in case of an emergency or an urgent situation arises while the Council member is out of town.
- 4.7 Conduct at meetings, members shall:
- 4.7.1 respect the chair, colleagues, staff and members of the public present during council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making. Council members will abide by the majority decisions of council;
 - 4.7.2 practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council members should conduct themselves in a professional manner in all times, including dress;
 - 4.7.3 will share any record in their possession that may be of value to other members in the performance of their duties, as deemed appropriate.

- 4.7.4 avoid personal comments that could offend other Council members. If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council member to justify or apologize for the language used;
- 4.7.5 not overtly or implicitly promise Council action, or to promise Town Staff will do something (i.e. fix a pothole, remove a library book, plant new flowers, etc). Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet & talk with constituents in the community;
- 4.7.6 not grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens; and
- 4.7.7 not disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. Council members will not disclose information which has been shared in confidentiality. (i.e. closed sessions).

4.8 Communications

- 4.8.1 Town letterhead may be used when the Council member is representing the Town and the Town’s official position. A copy of official correspondence must be given to the Town Clerk/CAO to be filed as part of the permanent public record.
- 4.8.2 Members should be aware that private conversations can have a public presence. Members are always on display. Your actions, mannerisms, and language are monitored by citizens. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meeting noted.
- 4.8.3 Members should be aware of the insecurity of written notes, voicemail messages, and email. Technology allows words written or said without much forethought to be distributed wide and far. What would happen if this email message was forwarded to others? Written notes, voicemail messages and email should be treated as potentially “public” communication.
- 4.8.4 Social media may include but not limited to Facebook, Twitter, Google+, MSN, and others and are a great tool and avenue to communicate and interact with citizens. While in meetings of council, at no time should a Member be communicating via these means. Outside of such, a member should be clear about whether their comments represent the official Town position or a personal viewpoint as well as remain respectful toward other

members, staff and citizens. Words should be chosen carefully and cautiously as comments can be taken out of context and cause problems.

4.9 Expenses

- 4.9.1 Members shall adhere to and comply with the provisions of the Council Expense Policy, the Hospitality Policy, and any other relevant policies.
- 4.9.2 Members are responsible and accountable for all expenses reported and reimbursed.
- 4.9.3 All expenses shall be reported. Only necessary, actual and reasonable travel expenses incurred by a member for the purpose of conducting Town of Kentville business as reported and approved in accordance with the provisions of the policy will be reported and reimbursed.

4.10 Gifts and Benefits

- 4.10.1 Members shall not show favoritism or bias toward any vendor, contractor or others doing business within the town. Members are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the Town personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.
- 4.10.2 Members shall not make or accept political contributions in the conduct of their duties.
- 4.10.3 For these purposes, a fee or advance, gift or benefit provided with the Member's knowledge to a Member's spouse, child, parent, brother, sister, father-in-law, mother-in-law, sister-in-law and brother-in-law or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
- 4.10.4 No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below:
 - 4.10.4.1 Compensation or benefit authorized by Council;
 - 4.10.4.2 Such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - 4.10.4.3 Services provided without compensation by persons volunteering their time;
 - 4.10.4.4 A suitable memento of a function honouring the Member;
 - 4.10.4.5 Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country;
 - 4.10.4.6 Food and beverages consumed at banquets, receptions or similar events, if attendance serves a legitimate business purpose. The person extending the invitation or a representative of the

- organization is in attendance. The value is reasonable and the invitations infrequent; and
- 4.10.4.7 Communication to the offices of a Member, including unpaid subscriptions to newspapers and periodicals.
- 4.10.5 Except in the case of category 4.10.4.1 or 4.10.4.5, a Member may not accept a single gift or benefit worth in excess of \$250 or gifts and benefits from one source during a calendar year worth in excess of \$500.
- 4.10.6 If the value of the single gift or benefit exceeds \$250 or if the total value received from any one source during the course of a calendar year exceeds \$500, the Member shall file a Disclosure Statement with the CAO. The disclosure statement must indicate:
 - 4.10.6.1 The nature of the gift or benefit;
 - 4.10.6.2 Its source and date of receipt;
 - 4.10.6.3 The circumstances under which it was given or received;
 - 4.10.6.4 Its estimated value;
 - 4.10.6.5 What the recipient intends to do with any gift; and
 - 4.10.6.6 Whether any gift, will at any point, be left with the Town.
- 4.10.7 A disclosure statement must be filed even if the gift or benefit is immediately returned. All disclosure statements will be a matter of public record.
- 4.10.8 On receiving a disclosure statement, the CAO shall examine it to ascertain whether the receipt of the gift or benefit might, in the CAO's opinion, create a conflict between a private interest and the public duty of the Member. In the event that the CAO makes the preliminary determination that the receipt of the gift may create a conflict, they shall call upon the Member of Council to justify the receipt of the gift or benefit. Should the CAO determine that receipt was inappropriate, they may direct the Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, "request" or forfeit the gift or remit the value of any gift or benefit already consumed to the Town.
- 4.10.9 A list of gifts received shall be disclosed annually.
- 4.11 Use of Public Property
 - 4.11.1 Members shall not request or permit the use of Town-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public.
 - 4.11.2 Members shall ensure that the business of the Town is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of Town resources.
- 4.12 Council Committees
 - 4.12.1 Members of the public appointed to Council Committees are appointed at the pleasure of Council. They do not hold office nor do they represent a constituency within the community nor do they represent Council or the Council Committee unless mandated to do so.

- 4.12.2 Members of the public appointed to Council Committees must respect both the word and spirit of this Code as it applies to them and also as it applies to Members of Council.
- 4.12.3 Council Committees operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by Council.
- 4.12.4 No Council Committee member may act beyond the mandate of the Council Committee granted by Council. They must not undertake site visits, direct discussions with residents, communication on social media, informal meetings or communications including emails except:
- As granted the right to do so by Council;
 - Pursuant to the duties of a Member of Council; or
 - Otherwise if required by law.
- 4.12.5 Council Committee Members acknowledge the importance of the principles contained in this Code which is regulated by Council. Council Committee Members are required to sign a “Statement of Commitment to the Code” annually while a member of a council committee.
- 4.13 Code Infractions and Discreditable Conduct
- 4.13.1 Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.
- 4.13.2 The Mayor should point out to the offending Council member, infractions of the Code of Conduct. If the offences continue, then the matter should be discussed in private with the offending councillor by the Mayor. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.
- 4.13.3 It is the responsibility of the Mayor to initiate action if a Council member’s behaviour may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.
- 4.13.4 All Members have a duty to treat the public, one another and employees appropriately and without abuse, bullying or intimidation. All Members shall ensure that the work environment is free from discrimination and of personal and sexual harassment. The NS Human Rights Act applies, as do Town policies in this regard.
- 4.13.5 Members shall abide by the provisions of the Human Rights Act, and, in doing so, shall treat every person, including other Members, employees, and individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect.

4.13.6 In accordance with the Human Rights Act, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, religion, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability. Even if a person does not clearly object to harassing behaviour, or if they appear to go along with it, it could still be considered harassment.

4.13.7 Harassment which occurs in the course of, or is related to, the performance of Official Duties by Members is subject to this Code. If an employee or a member of the public brings forward a harassment complaint against a Member, the complaints will be addressed in accordance with sections below.

4.14 Reporting Breaches

4.14.1 Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or Town employee, who, acting in good faith, brings forward such information.

4.15 Corrective Action

4.15.1 Any reported violation of the Code will be subject to investigation by the Mayor and Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member. If violation of the Code of Conduct is outside of the observed behaviours by the Mayor or Council members, the alleged violation should be referred to the Mayor or CAO. The Mayor should ask the CAO and/or the Town solicitor to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration.

4.16 Compliance with the Code of Conduct

4.16.1 Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*.

4.16.2 Members of Council who, without leave of the council, are absent from three consecutive regular meetings of the council shall thereby vacate the office, and the office shall be declared vacant by the council, whether or not the councillor has vacated the office. (Election act 18(6))

4.16.3 In addition to any other consequence imposed by law, Members found to have breached this Code may be subject to discipline, including:

- Return of a gift or benefit;
- Removal from a committee;
- Loss of Committee Chair privileges;
- Request for written or public apology;
- Reprimand; or,
- Where applicable, suspension from travel, for a period of up to ninety (90) days.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Decision Making
- 5.2 Schedule B: Statement of Commitment
- 5.3 Municipal Government Act
- 5.4 Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299
- 5.5 Municipal Elections Act, R.S.N.S 1989, c. 300 Section 147

6.0 POLICY REVISION HISTORY

Date Created: December 14, 2005
Revision: July 30, 2012
June 23, 2014
January 2017 (Reformatted)
February 27, 2017
April 24, 2017
October 30, 2017

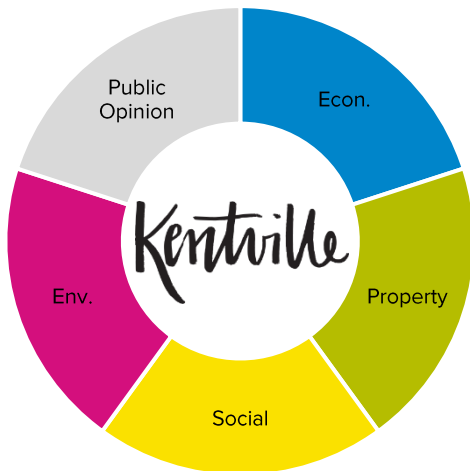
Chief Administrative Officer, Mark Phillips

Schedule A: Decision Making by Council

Councillors assess every issue presented in council through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council has the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council strives to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Town of Kentville and the people it serves.

- **Property:** “something at the disposal of a person, a group of persons, or the community or public”.
Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** “the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time”. Examples include regulatory requirements and land use.
- **Economic:** “pertaining to the production, distribution, and use of income, wealth, and commodities”.
Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** “of or relating to human society”. Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** “the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like”. Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.

GOAL: BALANCED DECISION MAKING

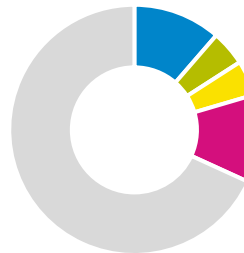
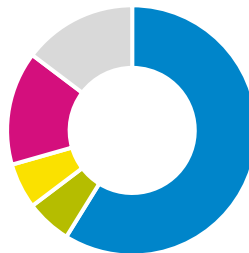


KEEP EMOTIONS OUT OF DECISION MAKING



ADHERE TO THE CODE OF ETHICS

UNBALANCED:



SKewed:



**Schedule B: STATEMENT OF COMMITMENT TO
TOWN OF KENTVILLE CODE OF CONDUCT**

I, xxx, Councillor have been entrusted to make decisions impartially and in the best interests of the Town of Kentville and to uphold the law. I declare that as a member of the Town of Kentville council, I commit to adhering to the Code of Conduct and to faithfully fulfill all of the responsibilities of my office.

Signed: _____

Declared this ____ day of _____

Before me: _____

Mark Phillips

Chief Administrative Officer



TOWN OF KENTVILLE POLICY STATEMENT G16 CODE OF CONDUCT FOR ELECTED OFFICIALS

1.0 PURPOSE

- 1.1 ~~The purpose of this policy is to establish guidelines for the ethical and inter-personal conduct of Members of Council. [The Council is answerable to the community through democratic processes and this code will assist in providing for the good governance of the Town of Kentville.]~~

Commented [JW1]: This policy no longer achieves this purpose.

Commented [JW2]: The purpose of the new code is stronger: "to set out the expectations for behaviour of members elected to council in carrying out their functions and decision making that benefit residents".

2.0 DEFINITIONS

- 2.1 **Member:** Council Members are elected officials of the Town of Kentville. Members may also refer to any member of the public who is assigned to a Town of Kentville committee. Members are agents of the public whose primary objective is to address the needs of the citizens.
- 2.2 **Harassment:** Harassment is any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this policy applies, directed at and offensive to another person, and that the person knew or ought reasonably to have known:
- 2.2.1 would be unwelcome and cause offence or harm;
 - 2.2.2 would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;
 - 2.2.3 would affect a person's reputation;
 - 2.2.4 would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;
 - 2.2.5 would be discrimination on account of one or more factors listed in the *Human Rights Act*;
 - 2.2.6 would be bullying as defined under the *Education Act*; or
 - 2.2.7 would be cyberbullying as defined under the *Cyber-safety Act* or under another Act.

2.3 **Communication:** Verbal, Social Media, Electronic, Paper and/or Telephone

3.0 SCOPE

- 3.1 ~~The public expects the highest standards of professional conduct from members elected to local government. This policy applies to all elected officials of the Town of Kentville and Town of Kentville appointed Citizen Committee Members. This policy does not apply to debate and council proceedings.~~

Commented [JW3]: This is laid out more clearly in the new code under "Guiding Principles"

Commented [JW4]: The new Code does not distinguish between debates and other conduct.

4.0 PROCEDURES

- 4.1 ~~Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the bylaws of~~

Town of Kentville, Policy G16: Code of Conduct for Elected Officials

~~the town as well as the applicable provincial and federal laws. As public servants, members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests. Council members will endeavor to make educated decisions, by gathering information from other council members, and when applicable, from individuals or groups.~~

Commented [JW5]: This is a motherhood statement and does not need to be in the policy statement.

~~4.24.1 All Members recognize the responsibility of the Mayor to accurately communicate the decisions of Council, even if they disagree with such decisions, such that respect for the decision-making process of Council is fostered.~~

Commented [JW6]: This statement is not covered in the new code or in RRoO, so it can stay.

~~4.3 Members are committed to making decisions impartially and in the best interests of the town and recognize the importance of fully observing the requirement of the Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest. Council members will be cognizant of issues involving a Conflict of Interest (either direct or indirect), and will declare such Conflicts of Interest when they occur.~~

Commented [JW7]: This is covered by the Municipal Conflict of Interest Act.

~~4.4.2 Council members seeking information from staff, will do so through the office of the Chief Administrative Officer (CAO).~~

~~4.5 In regards to Council conduct members shall:~~

Commented [JW8]: This section is covered more thoroughly in the new code.

~~4.5.1 uphold the law and the code of conduct at all times. Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence;~~

~~4.5.2 seek to advance the common good of the Town as a whole while conscientiously representing the communities they serve;~~

~~4.5.3 treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations;~~

~~4.5.4 perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:~~

- ~~• integrity — giving the town's interests absolute priority over private individual interests;~~
- ~~• honesty — being truthful and open;~~
- ~~• objectivity — making decisions based on careful and fair analysis of the facts;~~
- ~~• accountability — being accountable to each other and the public for decisions taken; and~~
- ~~• leadership — confronting challenges and providing direction on the issues of the day.~~

~~4.5.5—uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader community;~~

~~4.6.4.3 Council members are responsible for the following duties:~~

~~4.6.1—to represent the public and to consider the well-being and interests of the municipality;~~

~~4.6.2—to develop and evaluate the policies and programs of the municipality;~~

~~4.6.3—to determine which services the municipality provides;~~

~~4.6.4—to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;~~

~~4.6.5—to ensure the accountability and transparency of the governance and operations of the municipality, including the activities of the senior management of the municipality;~~

~~4.6.6—to maintain the financial integrity of the municipality;~~

~~4.6.7—to carry out the duties of council under this or any other act;~~

~~4.6.8.4.3.1 to review the Town’s Code of Conduct as required and make any amendments considered appropriate. Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a “Statement of Commitment to the Code” (Attachment A) within seven (7) days of taking the Councillors’ oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S 1989, c. 300. Thereafter, members shall review the Code semi-annually (May and November) and recommit to the code;~~

~~4.6.9.4.3.2 to review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration;~~

~~4.6.10—to observe a high standard of professionalism when representing the Town and in their dealings with members of the broader community;~~

~~4.6.11.4.3.3 to practice good governance and ensure that decisions are taken in the best interests of all stakeholders and to enable the Town to function as a good corporate citizen. Schedule A Decision Making by Council is provided as an Aide-Memoire;~~

~~4.6.12—to recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond to achieve the goals of the Town;~~

Commented [JW9]: This section is not germane to the initial scope of the policy and can be removed.

Commented [JW10]: This section might be more appropriate as an appendix in the Committees of Council Policy.

Town of Kentville, Policy G16: Code of Conduct for Elected Officials

- ~~4.6.13 to not make personal comments about other Council members. It is acceptable to publicly disagree about an issue but it is unacceptable to make derogatory comments about other Council members, their opinions and actions;~~
- ~~4.6.14 to attend all scheduled Town Council meetings and assigned Committee meetings;~~
- ~~4.6.15 to fully participate in Town Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others;~~
- ~~4.6.16 to prepare in advance of meetings and be familiar with issues on the agenda;~~
- ~~4.6.17 to represent the Town at ceremonial functions at the request of the Mayor;~~
- ~~4.6.18 to be respectful of other people's time;~~
- ~~4.6.19 to stay focused and act efficiently during public meetings;~~
- ~~4.6.20 to serve as a model of leadership and civility to the community;~~
- ~~4.6.21 to inspire public confidence;~~
- ~~4.6.22 to demonstrate honesty and integrity in every action and statement;~~
- ~~4.6.23 to participate in scheduled activities: and~~
- ~~4.6.24 to provide contact information with the Town Clerk/CAO in case of an emergency or an urgent situation arises while the Council member is out of town.~~

~~4.7 Conduct at meetings, members shall:~~

- ~~4.7.1 respect the chair, colleagues, staff and members of the public present during council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making. Council members will abide by the majority decisions of council;~~
- ~~4.7.2 practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council members should conduct themselves in a professional manner in all times, including dress;~~
- ~~4.7.3 will share any record in their possession that may be of value to other members in the performance of their duties, as deemed appropriate.~~

Commented [JW11]: This section is thoroughly covered by the new code.

- ~~4.7.4—avoid personal comments that could offend other Council members. If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council member to justify or apologize for the language used;~~
- ~~4.7.5—not overtly or implicitly promise Council action, or to promise Town Staff will do something (i.e. fix a pothole, remove a library book, plant new flowers, etc). Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet & talk with constituents in the community;~~
- ~~4.7.6—not grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens; and~~
- ~~4.7.7—not disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. Council members will not disclose information which has been shared in confidentiality. (i.e. closed sessions);~~

~~4.8—Communications~~

- ~~4.8.1—Town letterhead may be used when the Council member is representing the Town and the Town’s official position. A copy of official correspondence must be given to the Town Clerk/CAO to be filed as part of the permanent public record.~~
- ~~4.8.2—Members should be aware that private conversations can have a public presence. Members are always on display. Your actions, mannerisms, and language are monitored by citizens. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meeting noted.~~
- ~~4.8.3—Members should be aware of the insecurity of written notes, voicemail messages, and email. Technology allows words written or said without much forethought to be distributed wide and far. What would happen if this email message was forwarded to others? Written notes, voicemail messages and email should be treated as potentially “public” communication.~~
- ~~4.8.4—Social media may include but not limited to Facebook, Twitter, Google+, MSN, and others and are a great tool and avenue to communicate and interact with citizens. While in meetings of council, at no time should a Member be communicating via these means. Outside of such, a member should be clear about whether their comments represent the official Town position or a personal viewpoint as well as remain respectful toward other~~

Commented [JW12]: This section does not belong in this policy. It could be included in the town’s Communication Plan.

~~members, staff and citizens. Words should be chosen carefully and cautiously as comments can be taken out of context and cause problems.~~

~~4.9.4 Expenses~~

~~4.9.1—Members shall adhere to and comply with the provisions of the Council Expense Policy, the Hospitality Policy, and any other relevant policies.~~

~~4.9.2—Members are responsible and accountable for all expenses reported and reimbursed.~~

~~4.9.3—All expenses shall be reported. Only necessary, actual and reasonable travel expenses incurred by a member for the purpose of conducting Town of Kentville business as reported and approved in accordance with the provisions of the policy will be reported and reimbursed.~~

~~4.10 Gifts and Benefits~~

~~4.10.1—Members shall not show favoritism or bias toward any vendor, contractor or others doing business within the town. Members are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the Town personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.~~

~~4.10.2—Members shall not make or accept political contributions in the conduct of their duties.~~

~~4.10.3—For these purposes, a fee or advance, gift or benefit provided with the Member's knowledge to a Member's spouse, child, parent, brother, sister, father-in-law, mother-in-law, sister-in-law and brother-in-law or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.~~

~~4.10.4—No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below:~~

~~4.10.4.1—Compensation or benefit authorized by Council;~~

~~4.10.4.2—Such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;~~

~~4.10.4.3—Services provided without compensation by persons volunteering their time;~~

~~4.10.4.4—A suitable memento of a function honouring the Member;~~

~~4.10.4.5—Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the federal government or by a foreign government within a foreign country;~~

~~4.10.4.6—Food and beverages consumed at banquets, receptions or similar events, if attendance serves a legitimate business purpose. The person extending the invitation or a representative of the~~

Commented [JW13]: This section is thoroughly covered by policy statement G4 Travel Expense Policy and G68 Hospitality Policy.

Commented [JW14]: This is addressed in Policy Statement G68 Hospitality Policy

~~organization is in attendance. The value is reasonable and the invitations infrequent; and~~

~~4.10.4.7—Communication to the offices of a Member, including unpaid subscriptions to newspapers and periodicals:~~

~~4.10.54.4.1~~ Except in the case of category ~~4.10.4.1~~ or ~~4.10.4.5~~, a ~~A~~ Member may not accept a single gift or benefit worth in excess of \$250 or gifts and benefits from one source during a calendar year worth in excess of \$500.

~~4.10.64.4.2~~ If the value of the single gift or benefit exceeds \$250 or if the total value received from any one source during the course of a calendar year exceeds \$500, the Member shall file a Disclosure Statement with the CAO. The disclosure statement must indicate:

~~4.10.6.14.4.2.1~~ The nature of the gift or benefit;

~~4.10.6.24.4.2.2~~ Its source and date of receipt;

~~4.10.6.34.4.2.3~~ The circumstances under which it was given or received;

~~4.10.6.44.4.2.4~~ Its estimated value;

~~4.10.6.54.4.2.5~~ What the recipient intends to do with any gift; and

~~4.10.6.64.4.2.6~~ Whether any gift, will at any point, be left with the Town.

~~4.10.74.4.3~~ A disclosure statement must be filed even if the gift or benefit is immediately returned. All disclosure statements will be a matter of public record.

~~4.10.84.4.4~~ On receiving a disclosure statement, the CAO shall examine it to ascertain whether the receipt of the gift or benefit might, in the CAO's opinion, create a conflict between a private interest and the public duty of the Member. In the event that the CAO makes the preliminary determination that the receipt of the gift may create a conflict, they shall call upon the Member of Council to justify the receipt of the gift or benefit. Should the CAO determine that receipt was inappropriate, they may direct the Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, "request" or forfeit the gift or remit the value of any gift or benefit already consumed to the Town.

~~4.10.94.4.5~~ A list of gifts received shall be disclosed annually.

~~4.11—Use of Public Property~~

~~4.11.1—Members shall not request or permit the use of Town-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public.~~

~~4.11.2—Members shall ensure that the business of the Town is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of Town resources.~~

~~4.124.5~~ Council Committees

~~4.12.14.5.1~~ Members of the public appointed to Council Committees are appointed at the pleasure of Council. They do not hold office nor do they

Commented [JW15]: This section is better reflected and more recently addressed in Policy Statement G68 Hospitality Policy

Commented [JW16]: This section is covered in Policy Statement G57 Committees of Council

represent a constituency within the community nor do they represent Council or the Council Committee unless mandated to do so.

~~4.12.24.5.2~~ Members of the public appointed to Council Committees must respect both the word and spirit of ~~this Code~~ the Code of Conduct for Elected Officials in the Town of Kentville as it applies to them and also as it applies to Members of Council.

~~4.12.3~~ Council Committees operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by Council.

~~4.12.4~~ No Council Committee member may act beyond the mandate of the Council Committee granted by Council. They must not undertake site visits, direct discussions with residents, communication on social media, informal meetings or communications including emails except:

- ~~• As granted the right to do so by Council;~~
- ~~• Pursuant to the duties of a Member of Council; or~~
- ~~• Otherwise if required by law.~~

~~4.12.5~~ Council Committee Members acknowledge the importance of the principles contained in this Code which is regulated by Council. Council Committee Members are required to sign a "Statement of Commitment to the Code" annually while a member of a council committee.

~~4.13~~ Code Infractions and Discreditable Conduct

~~4.13.1~~ Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.

~~4.13.2~~ The Mayor should point out to the offending Council member, infractions of the Code of Conduct. If the offences continue, then the matter should be discussed in private with the offending councillor by the Mayor. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.

~~4.13.3~~ It is the responsibility of the Mayor to initiate action if a Council member's behaviour may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

~~4.13.4~~ All Members have a duty to treat the public, one another and employees appropriately and without abuse, bullying or intimidation. All Members shall ensure that the work environment is free from discrimination and of personal and sexual harassment. The NS Human Rights Act applies, as do Town policies in this regard.

~~4.13.5~~ Members shall abide by the provisions of the Human Rights Act, and, in doing so, shall treat every person, including other Members, employees, and

Commented [JW17]: The new Code of Conduct does not apply to citizen appointments to committees. In Policy Statement G57 Committees of Council, section 4.1.7, "All committee members are subject to the town's Code of Conduct". This reference is probably sufficient.

Commented [JW18]: Covered directly in the new Code of Conduct.

individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect.

4.13.6 In accordance with the Human Rights Act, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, religion, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability. Even if a person does not clearly object to harassing behaviour, or if they appear to go along with it, it could still be considered harassment.

4.13.7 Harassment which occurs in the course of, or is related to, the performance of Official Duties by Members is subject to this Code. If an employee or a member of the public brings forward a harassment complaint against a Member, the complaints will be addressed in accordance with sections below:

4.14 **Reporting Breaches**

4.14.1 Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or Town employee, who, acting in good faith, brings forward such information.

Commented [JW19]: Covered by new Code of Conduct.

4.15 **Corrective Action**

4.15.1 Any reported violation of the Code will be subject to investigation by the Mayor and Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member. If violation of the Code of Conduct is outside of the observed behaviours by the Mayor or Council members, the alleged violation should be referred to the Mayor or CAO. The Mayor should ask the CAO and/or the Town solicitor to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration.

Commented [JW20]: Sanctions are addressed in the new Code.

4.16 **Compliance with the Code of Conduct**

4.16.1 Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*.

Commented [JW21]: Covered in new code.

4.16.2 Members of Council who, without leave of the council, are absent from three consecutive regular meetings of the council shall thereby vacate the office;

Town of Kentville, Policy G16: Code of Conduct for Elected Officials

~~and the office shall be declared vacant by the council, whether or not the councillor has vacated the office. (Election act 18(6))~~

~~4.16.3 In addition to any other consequence imposed by law, Members found to have breached this Code may be subject to discipline, including:~~

- ~~• Return of a gift or benefit;~~
- ~~• Removal from a committee;~~
- ~~• Loss of Committee Chair privileges;~~
- ~~• Request for written or public apology;~~
- ~~• Reprimand; or,~~
- ~~• Where applicable, suspension from travel, for a period of up to ninety (90) days.~~

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Decision Making
- 5.2 Schedule B: Statement of Commitment
- 5.3 Municipal Government Act
- 5.4 Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299
- 5.5 Municipal Elections Act, R.S.N.S 1989, c. 300 Section 147

6.0 POLICY REVISION HISTORY

Date Created: December 14, 2005
Revision: July 30, 2012
June 23, 2014
January 2017 (Reformatted)
February 27, 2017
April 24, 2017
October 30, 2017

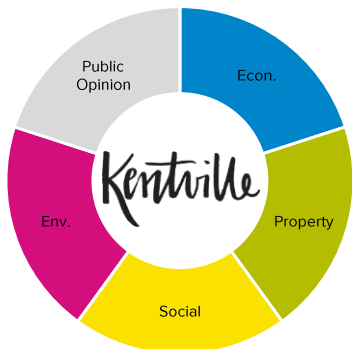
Chief Administrative Officer, Jeff Lawrence


Schedule A: Decision Making by Council


Councillors assess every issue presented in council through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council has the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council strives to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Town of Kentville and the people it serves.

- **Property:** “something at the disposal of a person, a group of persons, or the community or public”.
Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** “the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time”. Examples include regulatory requirements and land use.
- **Economic:** “pertaining to the production, distribution, and use of income, wealth, and commodities”.
Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** “of or relating to human society”. Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** “the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like”. Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.

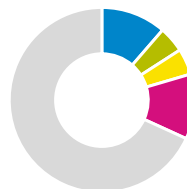
GOAL: BALANCED DECISION MAKING



 KEEP EMOTIONS OUT OF DECISION MAKING

 ADHERE TO THE CODE OF ETHICS

UNBALANCED:



SKEWED:



**Schedule B: STATEMENT OF COMMITMENT TO
TOWN OF KENTVILLE CODE OF CONDUCT**

I, ~~xxx~~, Councillor have been entrusted to make decisions impartially and in the best interests of the Town of Kentville and to uphold the law. I declare that as a member of the Town of Kentville council, I commit to adhering to the Code of Conduct and to faithfully fulfill all of the responsibilities of my office.

Signed: _____

Declared this ____ day of _____

Before me: _____

Mark Phillips

Chief Administrative Officer



TOWN OF KENTVILLE POLICY STATEMENT G16 CODE OF CONDUCT FOR ELECTED OFFICIALS

1.0 PURPOSE

1.1 The purpose of this policy is to establish guidelines for the ethical and inter-personal conduct of Members of Council.

2.0 DEFINITIONS

2.1 **Member:** Council Members are elected officials of the Town of Kentville. Members may also refer to any member of the public who is assigned to a Town of Kentville committee. Members are agents of the public whose primary objective is to address the needs of the citizens.

2.2 **Harassment:** Harassment is any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this policy applies, directed at and offensive to another person, and that the person knew or ought reasonably to have known:

2.2.1 would be unwelcome and cause offence or harm;

2.2.2 would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;

2.2.3 would affect a person's reputation;

2.2.4 would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;

2.2.5 would be discrimination on account of one or more factors listed in the *Human Rights Act*;

2.2.6 would be bullying as defined under the *Education Act*; or

2.2.7 would be cyberbullying as defined under the *Cyber-safety Act* or under another Act.

2.3 **Communication:** Verbal, Social Media, Electronic, Paper and/or Telephone

3.0 SCOPE

3.1 This policy applies to all elected officials of the Town of Kentville and Town of Kentville appointed Citizen Committee Members. This policy does not apply to debate and council proceedings.

4.0 PROCEDURES

4.1 All Members recognize the responsibility of the Mayor to accurately communicate the decisions of Council, even if they disagree with such decisions, such that respect for the decision-making process of Council is fostered.

4.2 Council members seeking information from staff, will do so through the office of the Chief Administrative Officer (CAO).

;

to practice good governance and ensure that decisions are taken in the best interests of all stakeholders and to enable the Town to function as a good corporate citizen. Schedule A Decision Making by Council is provided as an Aide-Memoire;

A

- 4.2.1 On receiving a disclosure statement, the CAO shall examine it to ascertain whether the receipt of the gift or benefit might, in the CAO's opinion, create a conflict between a private interest and the public duty of the Member. In the event that the CAO makes the preliminary determination that the receipt of the gift may create a conflict, they shall call upon the Member of Council to justify the receipt of the gift or benefit. Should the CAO determine that receipt was inappropriate, they may direct the Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, "request" or forfeit the gift or remit the value of any gift or benefit already consumed to the Town.
- 4.2.2 A list of gifts received shall be disclosed annually.

•

5.0 ASSOCIATED DOCUMENTS

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- 5.3 Municipal Government Act
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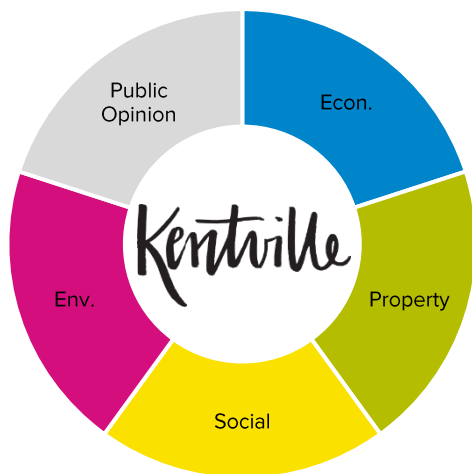
Chief Administrative Officer, Jeff Lawrence

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Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
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- **Public Opinion:** “the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like”. Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.

GOAL: BALANCED DECISION MAKING

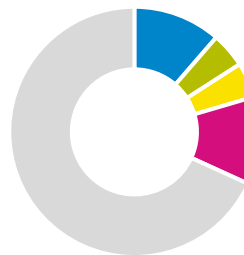
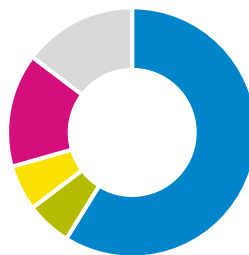


KEEP EMOTIONS OUT OF DECISION MAKING



ADHERE TO THE CODE OF ETHICS

UNBALANCED:



SKewed:





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Adoption of Code of Conduct

At the November 12, 2024 meeting of Council Advisory Committee, Strategic Operations Coordinator Alisha Christie reviewed the development of the code of conduct regulation for municipal elected officials, and the process of adoption that has been mandated by the province.

Council Advisory Committee recommends

That Council adopt the model Code of Conduct as set forth in Schedule “A” of the provincial regulations, which shall be titled the “Code of Conduct for Elected Officials for the Town of Kentville”.

November 25, 2024

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

Code of Conduct – RESOLUTION TOK202401

Meeting Date: November 12, 2024
Department: Administration

RECOMMENDATION

That council repeal and replace Policy G16 Code of Conduct for Elected Officials and adopt the Code of Conduct as stated in subsection 520(1) Chapter 18 of the Municipal Government Act by resolution.

SUMMARY

The Provincial Government has updated the Municipal Government Act (MGA) to include a section on the Code of Conduct expected of municipal elected officials. Municipal councils are required to adopt the code through resolution, policy or by-law.

The purpose of the code is to outline expectations for the behaviour of elected municipal officials in carrying out the functions and decision-making of Council.

BACKGROUND

The Association of Municipal Administrators and the Nova Scotia Federation of Municipalities have been working with the Provincial Department of Municipal Affairs and Housing since approximately 2017 on implementing a unified Code of Conduct process for all municipal councils. This allows mayors and councillors across the province to be held accountable for a unified code of conduct process regardless of the municipal unit in which individuals are elected. The unified Code of Conduct also outlines clear expectations for elected officials regarding the process required for a Code of Conduct review or investigation.

Previously, Town of Kentville, Mayor and Council elected officials were obliged by Policy G16 – *Code of Conduct for Elected Officials*. This policy spoke to the expectations regarding what the council is responsible for, the regulation of council communications, and council committee expectations, outlining code infractions and discreditable conduct (see Policy G16 attached).

The new provincial government Code of Conduct legislation is embedded within the Municipal Government Act under subsection 520(1) of Chapter 18. The code includes but is not limited to, timelines for submitting complaints, confidentiality, sanctions, an appointment of an investigator for the complaint and an investigation process. Furthermore, the code includes guiding principles: collegiality, respect, integrity, professionalism, transparency and responsibility.

DISCUSSION

Provided that Council is required to pass the resolution to adopt subsection Code of Conduct 520(1) of Chapter 18 of the MGA, it is in Council's best interest to repeal and replace the existing Policy G16 in addition to adopting the resolution. This will allow Council to consider how the additional items included in Policy G16, such as clear definitions of Council benefits, Council Wheel of Decision-Making, Expenses and Council Communications, can complement the new Code of Conduct.

IMPORTANT DATES OR BENCHMARKS

A resolution must be passed, and the provincial government must be notified of the Council resolution by December 19th, 2024

POLICY IMPLICATIONS

Impacts and possible duplication of the existing Town of Kentville Policy G16

BUDGET IMPLICATIONS

There are no budget implications to pass the resolution of Code of Conduct Subsection 520(1) Chapter 18 of the MGA.

RECOMMENDATION

That Council repeal and replace Policy G16 *Code of Conduct for Elected Officials* and adopt the Code of Conduct as provided in the MGA with the following resolution:

WHEREAS the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 ("the Regulations"); and,

WHEREAS municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

THEREFORE be it resolved that the Council of the Town of Kentville hereby adopt the model code of conduct as set forth in Schedule "A" to the Regulations, which shall be titled the "Code of Conduct for Elected Officials of the Town of Kentville



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Climate Ready Plans and Processes

At the November 12, 2024 meeting of Council Advisory Committee, Strategic Operations Coordinator Alisha Christie reviewed the grant opportunity by the Federation of Canadian Municipalities Green Municipal Fund to develop climate ready plans and practices. Ms. Christie described the grant request for a one-year term position to focus on integrated climate planning across all departments.

Council Advisory Committee recommends

That Council approve the submission of a funding application to the Green Municipal Fund to support a term staff position in the development of a Climate-Ready Plan for the Town of Kentville.

November 25, 2024

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

Climate Ready Plan and Processes – Funding Opportunity TOK202403

Meeting Date: November 12, 2024
Department: Administration

RECOMMENDATION

That Council approve the submission of a funding application to the Green Municipal Fund to support a term staff position in the development of a Climate-Ready Plan for the Town of Kentville.

SUMMARY

The Green Municipal Fund has launched a Local Leadership for Climate Adaptation initiative to support the development of Municipal Climate-Ready Plans and Processes. The intent of the fund is to develop skills within and support local governments in generating long-term resiliency to the increasing impacts of Climate Change. The initiative aims to fund over 1,400 municipal activities.

Through the Town of Kentville’s partnership with the Clean Foundation in the Community Climate Capacity program (CCC), this funding opportunity is well aligned to complete the objectives of the CCC partnership program. The funding application would be to implement the work of creating a Town of Kentville Climate-Ready Plan, including a robust Climate-Risk assessment.

The plan would identify local climate vulnerabilities and risks, be incorporated into existing municipal plans, promote equity and inclusion in climate planning, enhance community resilience, and outline measurable outcomes to reduce climate risk. Staff are bringing this opportunity to council, as the grant application is due Nov 29th

DISCUSSION

The Town of Kentville submission includes funding objectives to hire a term position to work in partnership with the CCC program to implement a Community Climate Risk Assessment that will include community engagement, Climate Risk analysis, Climate Resiliency Analysis. The results of the risk assessment can then inform policy integration.

A Climate Ready Plan for the Town of Kentville would be complimentary to existing related projects and documents including the in-progress Stormwater Management Master Plan and the 2010 Integrated Community Sustainability Plan. The Kentville Municipal Planning strategy also includes various climate-related objectives and policies (i.e. the windmill policy). The following section lists the related Kentville projects and documents and Appendix A lists a jurisdictional scan of existing municipal climate plan across the province.

RELATED PROJECTS AND DOCUMENTS

- Town of Kentville Environmental Task Team
- Stormwater Management Master Plan
- Community Climate Capacity Fund – Clean Foundation
- Hemlock Woolly Adelgid Project
- QUEST Net Zero Communities
- Bloom on the Block Tree-scaping project
- Kentville Community GHG Inventory Report 2022
- Regional GHG Reduction Strategy 2022
- 2019 Municipal Planning Strategy Development
- Town of Kentville Flood Map Study
- PACE Program and Policy
- Kings 2025
- Anti-Idling Bylaw
- 2010 Integrated Community Sustainability Plan

IMPORTANT DATES OR BENCHMARKS

Timeline overview:

November 2024 – funding application due

Feb/March 2025 – Application Awarded

April/May 2025 – Projects begin

March/April 2026 – Project and Plan Completion

POLICY IMPLICATIONS

The work would result in policy updates through the completion of policy integration, as informed by the Climate Risk Assessment which includes community engagement, Climate Risk Analysis and Climate Resiliency Analysis.

BUDGET IMPLICATIONS

The objective of the grant is to fund a term position to complete the proposed projections in partnership with the CCC program. The position's work would have in-kind project cost support from the Clean Foundation through the CCC program. Once Climate analysis is completed through the role and projects are identified, securing additional project funding for completion would be a priority.

Depending on final grant contributions from CRPP, the town of Kentville would be expected to contribute between \$14,000 to \$20,000 in match funding, 20% of total funding. Which would be finalized during 2025/2026 budget approval if council.

ATTACHMENTS AND LINKS

[GMF – Climate Ready Plans and Processes Program](#)

RECOMMENDATION

That Council approve the submission of a funding application to the Green Municipal Fund to support a term staff position in the development of a Climate-Ready Plan for the Town of Kentville.

APPENDIX A

JURISDICTIONAL SCAN

Other Municipal units with Climate Plans include:

Halifax Regional Municipality - [HalifACT: Acting on Climate Together](#)
County of Annapolis – [Municipal Climate Change Action Plan](#)
County of Antigonish - [Municipal Climate Change Action Plan](#)
County of Colchester – [Carbon-Free Colchester](#)
County of Cumberland – [Community Energy and Emissions Plan](#)
County of Inverness – [Municipal Climate Change Action Plan](#)
County of Kings – [Kings 2050 Municipal Climate Change Action Plan](#)
County of Pictou – [Municipal Climate Change Action Plan](#)
District of Chester – [Municipal Climate Change Action Plan](#)
District of Digby – [Municipal Climate Change Action Plan](#)
District of East Hants - [Municipal Climate Action Plan](#)
District of Guysborough – [Climate Change Mitigation Plan](#)
District of Lunenburg – [Local Climate Change Action Plan](#)
District of Shelburne – [Municipal Climate Change Action Plan](#)
District of St. Marys – [Municipal Climate Change Action Plan](#)
Regional Municipality of Queens – [Municipal Climate Change Action Plan](#)
Regional Municipality of West Hants – [GHG Emissions Local Action Plan](#)
Town of Amherst – [Municipal Climate Change Action Plan](#)
Town of Antigonish – [Municipal Climate Change Action Plan](#)
Town of Bridgewater – [Municipal Climate Action Plan](#)
Town of Lockeport – [Municipal Climate Change Action Plan](#)
Town of Lunenburg - [Municipal Climate Action Plan](#)
Town of Mahone Bay – [GHG Reduction Action Plan](#)
Town of Middleton – [Municipal Climate Change Action Plan](#)
Town of New Glasgow – [Community Climate Action Plan and GHG Reduction Target](#)
Town of Truro – [Energy and Emissions Plan](#)
Town of Wolfville – [Climate Action Plan](#)
Town of Yarmouth - [Climate Change Mitigation Action Plan](#)

Note that in 2011, the Nova Scotia provincial government released the Municipal Climate Change Action Plan (MCCAP) program to support municipal units in their work towards climate adaptation. Submission was required by Dec 31st 2013.

COUNCILLOR JOHN ANDREW

November 25, 2024

Highlights:

Since the election of the 2024 Kentville Town Council, it has been a busy time with training and getting acquainted with other Councillors, Directors, Staff and the various Departments that keep Kentville operating efficiently.

Events and Meetings:

Filipino Thanksgiving Fiesta: October 14th @ the Kentville Fire Hall

Q & A Forum @ NKEC: October 16th

AVCC Luncheon with Premiere Houston: October 24th

The Annapolis Valley Chamber of Commerce hosted this event at the Old Orchard Inn. An opportunity to hear the Premiere's vision and plans for Nova Scotia.

Swearing In of the new Council: November 6th @ Town Hall

NKEC Remembrance Day Ceremony: November 8th

Legion members, students and military members hosted a respectful and meaningful ceremony of remembrance.

AVMBA: October 22nd

Coffee and discussion with Board member, Lorenzo Caterini, to learn of the work and hopes for the future of the Annapolis Valley Mountain Bike Association.

Training and Development:

Orientation to Municipal Government: October 30th & 31st @ Town Hall

New Councillor Orientation: November 4th & 5th @ Halifax Convention Centre

Introduction to Planning and Development: November 6th @ Town Hall

Introduction to Finance and Recreation: November 8th @ Town Hall

ROB BAKER

NOVEMBER 29, 2024

Highlights:

I am privileged to be entrusted by Kentville residents to be their voice on the new council. As a new councilor I am in an accelerated learning phase, seeking out new opportunities to learn, seeking out different perspectives, building capacity and understanding, and maintaining my values.

Learning opportunities (failures) - I have engaged in quick conversations with Directors while seeking information. I must write my request for information to the CAO and await written replies. I have sought to remediate my perceived lack of public information through my social media posts and created a source of error by not sharing accurate information and not owning the event.

No Committee work to be reported as yet, no appointments.

LEARNINGS

New Council Orientation, Nov 4, 5, NSFM, Halifax

- Foster relationships because we all succeed together
- Democracy is not quick and it can be messy. Consider the alternative, it's harder. When asking for information via CAO, copy everyone on council.
- Governance is a skill achieved through training, development, and education to build capacity. It is not an innate ability.
- At the end of your term, how are residents, businesses and community partners better off because you and your colleagues are in office right now?
- Communication Director - helps the community know what to expect and when to expect it. Use all avenues to provide information. Is all information to be discussed readily available and accessible to all abilities? Every single day, comms post.
- People who are making a difference are way too busy for social media
- “fix it for me” expectations are difficult, we do have community champions
- The truth hurts, and it builds trust
- People don't want to be talked out of feeling. They want to be seen, heard, felt and understood.
- Create a stakeholder engagement plan - be consistent and seek new ideas for engagement.
- Create a strategic planning - look in the direction you want to go

- Team building within an elected council doesn't look like team building anywhere else, there are rules to follow.
- Suggestions don't always fall on deaf ears.

BUILDING RELATIONSHIPS at NSFM

Riley Peckford - Deputy Mayor, Kings County, Christine Sappington - Kings County
Sharon Martel - Cumberland County, Jodi Mackay - Mayor, Wolfville
Crystal, John, Bob, Paul - Municipality of West Hants, Doug Mackenzie - Fire Marshall,
Julie Glasner - AMANS, Ian Morrison - NSFM, Scott Christian - Mayor, District of Queens,
Tom MacEwan - CAO Lunenburg, Chris - CAO Annapolis County, Mike Trincty -
Mayor, Berwick, Pam Mood - Mayor, Yarmouth, Ross, Andrea and Jason - Ministry of
Municipal Government and Housing

Calendar of Events and Meetings:

October 19, 2024 - Election; lots of getting to learn of residents experiences and needs,
October 29 - Annapolis Valley Apple Blossom AGM - met new Board
October 30 - TOK Training - Orientation to Municipal Government 101
October 31 - TOK Training - Orientation to Municipal Government 101
November 1 - TOK Technology Training

November 4, 5 - Provincial Training for New Councillors, Halifax (see LEARNING above)
November 6 - TOK Training, Intro to Planning
November 6 - TOK Swearing In Special Meeting
November 8 - Remembrance Ceremony at NKEC

November 12 - Council Advisory Meeting
November 13 - Intro to Recreation
November 15 - Intro to Public Works

Meeting 1: November 6, Visit newly built trails with Lorenzo Caterini, AVMB and Stuart (dog)

Training and Development:

Upcoming

November 21 - Speaker Series Kentville Historical Society

November 22 - Intro to Finance

November 26, 27, 28, 29. [Provincial Conference for Councils, NSFM](#)

Anticipate attending - Shaping NS's Energy Future, Exploring Policing Models, Re-thinking the Impacts of Disasters to Create Future Resilience, Advancing Equity Dismantling Racism and Hate, Grant Application Tools, Coastal Land Use

Debra Crowell, Deputy Mayor **November 2024**

Highlights:

- First report post-election/swearing-in ceremony
- Very busy month with orientation to Council processes
- Attended several departmental update sessions with staff, CAO and Council.
- Attended several meetings and events, as noted below
- I was honoured to be elected to the position of Deputy Mayor by council at the swearing-in ceremony.
- Many thanks to the CAO, Deputy Clerk and all staff for their warm welcome and guidance over the past month.

Committee and Commission Appointments:

Kentville Business Community:

Key Agenda Items:

Mural update, Holly Days, Strategic planning, Holiday Décor grants, Centre Square lighting

Discussion and Decisions:

- A downtown mural is on hold due to weather conditions. Will resume during Mural Fest in 2025.
- Discussion on Holly Days activities. Jam packed event Friday November 22nd!
- KBC sponsored Valley Ghost Walk “Ghosts of Christmas Past” November 22nd.
- Discussion on Holiday Décor Grants- 35 applicants awarded grants this year.
- Discussion on developing new strategic plan. KBC will engage with Kentville businesses end of November to ensure all voices are heard.
- Discussion on lighting in Centre Square. Discussion will be continued at a future meeting.

Events and Meetings:

Event 1: November 2/24- Kentville Historical Society- Volunteer Celebration

Event 2: November 6/24- Swearing in ceremony/election of Deputy Mayor

Event 3: November 11/24- Remembrance Day

Event 4: November 20/24- Public Information Session- Storm Water Management Plan

Event 5: November 22/24- Holly Days- Tree Lighting!

Meeting 1: October 22/24- Returning Officer- Official Addition of Ballots

Meeting 2: October 23/24- Councillor Andrew

Meeting 3: November 1/24- IT Manager

Meeting 4: November 12/24- Kentville Business Community

Meeting 5: November 12/24- Council Advisory Committee

Meeting 6: November 25/24- Council

Training and Development:

October 30, 2024- Louis Coutino- General sessions on municipal government & Municipal Government Act.

October 31, 2024- Louis Coutino, Municipal Advisor Jason Haughn, Deputy Clerk West- continuation on previous day introduction to municipal government (Coutino), information on new Code of Conduct (Haughn), information on Robert's Rules of Order (West)

November 6, 2024- Review of Planning department- Director Shupe with Madelyn LeMay- staffing, Municipal Planning Strategy (long-term vision for the town) and Land Use Bylaw (regulates the use of land in accordance with the Land Use Bylaw). Department responsible for assigning addresses, Heritage Bylaw and Economic Development.

November 13, 2024- Review of Recreation department- Director Langille- staffing, service delivery, priorities- strategic plan, activation and capacity building, community wellness, parks trails and facilities, update of current projects and infrastructure priorities.

November 15, 2024- Review of Public Works, Water Utility and Sanitary Sewer Area Service- Director Bell- staffing, update on fleet, information on snow removal processes, future major projects, dialogue with consultants on storm water management study. Responsible for street lighting, signage, traffic authorities.

November 20, 2024- Review of Police department- Chief Smith

November 22, 2024- Review of Finance department- Director Matthews

Samantha Hamilton

November 25, 2024

Highlights:

This report covers activities from October 19 to November 18, 2024. It has been a busy month with community engagement, town orientations, and professional development opportunities. I want to thank Deputy Clerk Jennifer West and CAO Jeff Lawrence for their invaluable support and direction during this transition. A special thank you to the town staff for their hard work on the recent events and for putting together comprehensive packages for the orientation sessions. Your patience and dedication are truly appreciated.

I also plan to continue my social media updates, either biweekly or weekly, to engage with the public and foster a strong working relationship with the residents of Kentville.

There have yet to be appointments for committees or commissions.

Events and Meetings:

Events:

- *Pumpkin Walk*: October 24 – Enjoyed connecting with the community during this festive event.
- *Apple Blossom AGM*: October 29 – Engaged with local stakeholders and reviewed planning for upcoming events.
- *Remembrance Day Services*: November 8 at NKEC High School and November 11 at White's Family Funeral Home – Honored and reflected on the sacrifices made by veterans and their families.
- *Lions Breakfast*: November 19 – Enjoyed connecting with residents and supporting local initiatives.

Meetings:

- *Town Orientation*: October 30 & 31 – Comprehensive introduction to town departments and processes. Special thanks to Louis Coutinho for sharing his expert knowledge of municipal government during these sessions, which was incredibly insightful and

valuable. It was also great to meet Jason Haughn and gain his perspective on municipal operations.

- *Provincial Municipal Government Orientation Training*: November 4 & 5 – These sessions provided a comprehensive understanding of the roles and responsibilities of municipal government, including the duties of the CAO, council, and staff. Key topics included municipal powers related to resolutions, policies, and bylaws, Robert's Rules of Conduct and managing conflicts of interest. Community engagement and social media were highlighted as hot topics, sparking diverse opinions on maintaining mental health in this demanding role. Financial management and best practices were also covered, with insights into how different regions operate. The networking opportunities were invaluable, reinforcing the importance of collaboration within the area for shared success. Expenses of \$274.38 were submitted for this training.
- *Council Advisory Committee*: November 12

Training and Development:

- *Technology Session*: November 1 – Explored tools and systems for efficient municipal operations.
- *Planning & Development Department Orientation*: November 6 – Reviewed planning strategies and department functions.
- *Public Works Orientation*: November 15 – Gained insights into operations critical to maintaining town infrastructure.
- *Parks and Recreation Orientation*: November 13 – Learned about department initiatives and community engagement efforts to enhance recreational spaces and services.

Closing Remarks

I am looking forward to continuing active engagement and collaboration within the community. I am grateful for the opportunities to connect with residents, learn about town operations, and contribute to our shared future. Please ask any questions, express your concerns, or provide feedback.

Respectfully submitted,
Samantha Hamilton
Town Councillor

COUNCILLOR Cathy Maxwell **November 19, 2024**

Highlights: Since my last council report I have run for reelection and the citizens have once again placed their trust in me and I thank them for that. I also offered to attend the AVTC AGM as it was held just after the election but before the swearing in.

Events and Meetings:

Oct 5th Lions Breakfast
Oct 6th Miners Landing Candidate Meet and Greet
Oct 7th Mayors Candidate Forum
Oct 8th Kings Riverside Court Meet the Candidate
Oct 9th Legion Meet and Greet
Oct 10th KPS Long Service Awards
 KBC Candidate Event
Oct 12th Anglican Church Breakfast
Oct 16th NEKEC Meet the Students Candidate Event
Nov 6th Swearing In
Nov 12 CAC

Training and Development:

Orientation to Municipal Government: October 30th & 31st @ Town Hall
Intro to Parks and Recreation November 13@ Town Hall
Intro to Public Works November 13@ Town Hall

Committees

Annapolis Valley Trails Coalition – AGM Oct 24/24 Kings Co. Municipal Office

The AGM was very well attended as the financing of the Coalition is still up in the air and municipal partners as well as the trail groups were very interested in the direction the coalition was taking.

After the AGM a Board meeting was held where long time Chair Beth Patillio stepped down. Partners were informed that funding isn't a problem right now as the coalition

moves forward. There are also several options for moving forward that will be looked at during the upcoming meetings. Ashley at the County of Kings will assume the administrative burden for the coalition. As the group meets going forward a Chair and a member at large will need to be found, and they will have to look at the hiring of a part time trail coordinator. I asked what role they see Kentville playing in the future of the coalition since we do all our own trail Maintenance. The entire coalition was unanimous in wanting Kentville to still be a partner and they pointed out that having the Harvest Moon Trail through Kings County and beyond with a gap in the middle was not advantageous for anyone. They also suggested that we would continue to benefit from the trail through advertising of the trail as a tourist destination through the various tourism partners and on the trail website. For these reasons I highly recommend Council continue to be involved with the Annapolis Valley Trail Coalition.

Cate Savage – Councillor **CAC Date – Nov 12th – sent regrets**

Highlights:

Summary of highlights, to be read at council meeting. If you are chair of a committee, you are responsible for reporting on that committee. If you are not the chair, please include information in your report, but defer to the chair to report verbally.

Committee and Commission Appointments:

Committee 1:

IAC –

Met October 23 2024 – year to date performance was 9.159% versus the balanced income CAD of 8.10% - inflation was sitting @ 1.9% which allows us to punch above our weight w 70% bonds – same laddered.

Our MV is sitting @ north of 14M. The expectation is that we will have another drop in interest rates (BOC Rate) in the month of December.

Committee 2: RSC

October 17th – operations and compliance updates / regional compliance report / regional force main report – update / supplemental budget updates

Events and Meetings:

October 10th – meet w the candidates

October 10th – Awards and Promotions – new members KPS – KVFD Ceremony

October 24th – pumpkin walk

October 24th – lunch with Premier Houston

October 30.31st – orientation w new council

November 20th – orientation – police service

Training and Development:

Upcoming NSFM – Nov 26th – Nov 29th details to follow at next Council Meeting

Mayor Andrew Zebian November 25th, 2024

Highlights:

Committee and Commission Appointments:

Committee 1:

IMSA – November 20th, 2024.

Committee 2:

Events and Meetings:

November 1st : Pumpkin Drop @ KCA. This was my first time attending this annual event and it was spectacular. Watching the pumpkins drop from the sky and the looks on the children's faces as they landed, wondering if the pumpkins survived the fall. I was one of the judges and it was so much that I can't wait until next year.

November 8th : Remembrance Day Service at Northeast Kings Educational Centre. This was a beautiful service. Students also created an exhibit in the library expressing their feelings on what Remembrance Day meant to them. Some drew art and some expressed with poetry. The Legion was on hand to give awards out to students for their hard work. Job well done by all.

November 11th : Remembrance Day Service. This year, it was held at White's Funeral Home due to the weather. I want to thank the White family for opening their doors and welcoming in folks to pay their respects to our veterans. The Legion does such an amazing job in organizing this and I was happy to visit the Legion after the service

November 22 : Holly Days Festival. Tree light up Downtown Kentville.

Special meeting of Council: Swearing in ceremony and election of Deputy Mayor for a 1 year term. Congratulations Deputy Mayor Crowell.

November 8th-12th: Met With CAO/Deputy Clerk to work on agenda.

November 12th: Council Advisory Committee Meeting

November 21st: Met with member of Kings Historical Society

November 20th: Met with Nashir Jiwani, Director of Migration Services for the Ismaili Council. He is working with a number of families arriving here to work Michelin and Eden Valley Poultry.

November 2024: Various meetings with CAO/Deputy Clerk regarding various matters, such as meeting agendas, orientation schedules, events, etc.

Training and Development:

October 30/31st

Intro to Municipal Government with Louis Coutinho. Municipal Advisor, Jason Haughan, also took part in one of these sessions.

November 6th- Session with the Planning Department. An opportunity for new members of Council to meet some of the staff and learn what the roles of each member and what this department is responsible for.

November 13th- Session with Parks & Recreation. This involved an outline from the Director explaining the responsibilities of this Department.

November 15th- Session with Public Works which involved discussions with Director Bell and Engineer, Mr. El-Kadri, also outlining the projects this department is currently working on and a hi-light on future capital projects.

November 20th- The Town of Kentville is hosting a public information session on the development of the town's stormwater management Master Plan. This session, led by Dillon Consulting Limited, will provide valuable information on the project methodology, preliminary findings and objectives.

November 20th- Session with Chief Marty Smith of Kentville Police Service. Outlined the Kentville Police structure.

November 22nd- Director of Finance presented on the operations of Kentville's Finance Department, as well provided information on preparing operational & budgets and an overview of our tax rates.

Council and Council Advisory Committee Meetings, 2025

Council Advisory Committee meetings take place on the 2nd Monday of each month at 6:00 p.m., and regular Council meetings take place on the last Monday of the month at 6:00 p.m. Conflicts may occur with holidays, conferences, etc. The following is a list of meetings, and where a conflict is seen, an alternate date is planned.

Meeting	Scheduled Date
Council Advisory Committee	January 13
Council	January 27
Council Advisory Committee	February 10
Council	February 24
Council Advisory Committee	March 3
Council	March 31
Council Advisory Committee	April 14
Council	April 28
Council Advisory Committee	May 12
Council	May 26
Council Advisory Committee	June 9
Council	June 30
Council Advisory Committee	July 14
Council	July 28
Council Advisory Committee	September 8
Council	September 29
Council Advisory Committee	October 14
Council	October 27
Council Advisory Committee	November 10
Council	November 24
Council Advisory Committee	December 8

Kentville Council Committee and Commission Appointments TOK202407

Meeting Date: November 25, 2024
Department: Administration
Strategic Priority:

RECOMMENDATION

That Council approve the appointments of Mayor and Council from November 2024 to November 2025, as in the attached report.

SUMMARY

Mayor and Council select their Council and Commission appointments annually in November. This report lays out the appointments for all members of Council, from November 2024 to November 2025 when they will be reassessed.

ATTACHMENTS AND LINKS

Committee Appointments, 2025

RECOMMENDATION

That Council approve the appointments of Mayor and Council from November 2024 to November 2025, as in the attached report.

Council Appointment, Selection Matrix. 2025

Kentville Committee	Mayor	Andrew	Baker	Crowell	Hamilton	Maxwell	Savage
Council Advisory Committee	X	X	X	X	X	X	X
CAO Evaluation Committee	X	X	X	X	X	X	X
Audit Committee (M+2)	X			X			X
Water Commission (M+3)	X	X		X		X	
Source Water Protection (M+1)	X						X
Board of Police Commissioners (2)					X		X
Heritage Committee (2)			X			X	
Names List Committee (2)			X		X		
Investment (Perpetual Fund) (2)				X			X
Inclusion and Access (2)			X			X	
Student Bursary (1)						X	
Environment Planning Task Team (2)		X			X		
Regional Committee							
Intermunicipal Service Agreement Board (M)	X			A			
Kentville Business Community (D,A)				X			A
AV Regional Library (1,A)			X		A		A
AV Trails Coalition (1,A)			A			X	
Joint Fire Services (2)		X		X			
Kings Point-to-Point (1,A)				A	X		
Kings Regional Sewer (1,A)		A					X
Regional Emergency Management Org. (D,1)		X			X		
Regional Enterprise Network (1,A)		X		A			
Diversity Kings (1,A)			X		A		

M = Mayor, D = Deputy Mayor, M+1 means this committee includes the Mayor plus 1 other Councillor. 1,A means this committee requires 1 Councillor and 1 alternate. X means this is a mandatory participation from that Councillor.

Council Appointment, Selection Matrix. 2025

Committee Appointments

Audit Committee	Zebian, Crowell, Savage
Water Commission	Zebian, Andrew, Crowell, Maxwell
Source Water Protection	Zebian, Savage
Board of Police Commissioners	Hamilton, Savage
Heritage Committee	Baker, Maxwell
Names List Committee	Baker, Hamilton
Investment (Perpetual Fund)	Crowell, Savage
Inclusion and Access	Baker, Maxwell
Student Bursary	Maxwell
Environment Planning Task Team	Andrew, Hamilton
Intermunicipal Service Agreement Board	Zebian (Crowell)
Kentville Business Community	Crowell (Savage)
AV Regional Library	Baker (Hamilton)
AV Trails Coalition	Maxwell (Baker)
Joint Fire Services	Andrew, Crowell
Kings Point-to-Point	Hamilton (Crowell)
Kings Regional Sewer	Savage (Andrew)
Regional Emergency Management Org.	Andrew, Hamilton
Regional Enterprise Network	Andrew (Crowell)
Diversity Kings	Baker (Hamilton)

Council Appointment, Selection Matrix. 2025

Member Appointments

Zebian

Audit, Water Commission, Sourcewater Protection Advisory Committee, Intermunicipal services agreement

Andrew

Water Commission, Environment, Joint Fire Services Advisory Committee, Regional Emergency Management Organization, Valley Regional Enterprise Network. Alternate: Kings Regional Sewer Committee.

Baker

Heritage Property Committee, Names List, Inclusion and Access Advisory Committee, Annapolis Valley Regional Library Board, Diversity Kings. Alternate: Annapolis Valley Trails Coalition.

Crowell

Audit, Water Commission, Investment Advisory Committee, Kentville Business Community, Joint Fire Services Committee. Alternates: IMSA, Kings Point to Point, Regional Enterprise Network.

Hamilton

Board of Police Commissioners, Names List Committee, Environment, Kings Point to Point, Regional Emergency Management Organization. Alternate: Regional Library, Diversity Kings.

Maxwell

Water Commission, Heritage Committee, Inclusion and Access Advisory Committee, Student Bursary Committee, Annapolis Valley Trails Coalition.

Savage

Audit Committee, Sourcewater Protection Advisory, Board of Police Commissioners, Investment Advisory Committee, Kings Regional Sewer. Alternate: Kentville Business Community, Regional Library.

Council Appointment, Selection Matrix. 2025

Kentville Committee	Committee Chair	Contact Info
Council Advisory Committee	Mayor Andrew Zebian	
CAO Evaluation Committee	Mayor Andrew Zebian	
Audit Committee	Mayor Andrew Zebian	Wanda Matthews, wmatthews@kentville.ca
Water Commission	Mayor Andrew Zebian	Dave Bell, dbell@kentville.ca
Source Water Protection	Mayor Andrew Zebian	Dave Bell, dbell@kentville.ca
Board of Police Commissioners		Marty Smith, msmith@kentvillepolice.ca
Heritage Committee		Jennifer West, jwest@kentville.ca
Names List Committee		Jennifer West, jwest@kentville.ca
Investment (Perpetual Fund)		Jennifer West, jwest@kentville.ca
Inclusion and Access		Jennifer West, jwest@kentville.ca
Student Bursary	Cathy Maxwell, cmaxwell@kentville.ca	
Regional Committee		
Intermunicipal Service Agreement Board		Brenda Davison, Office Manager at Valley Waste brendad@vwrwm.com
Kentville Business Community		Meg Hodges
AV Regional Library		Carin Cress, Executive Assistant, ccress@valleylibrary.ca or Julia Merritt, CEO jmerritt@valleylibrary.ca
AV Trails Coalition	Beth Pattillo, Board Chair, bethpattillo1@gmail.com	
Joint Fire Services		
Kings Point-to-Point		manager@kppt.ca
Kings Regional Sewer		Recording Secretary is Stephanie Elliott selliott@countyofkings.ca

Council Appointment, Selection Matrix. 2025

Regional Emergency Management Org.		Dan Stovel
Regional Enterprise Network		Emily Boucher eboucher@valleyren.ca or Andrea Hamilton ahamilton@valleyren.ca
Diversity Kings		Recording Secretary is Joanna McGrath jmcgrath@countyofkings.ca