

Town of Kentville Council Advisory Committee Meeting

September 8, 2025, 4:00 pm, Kentville Town Hall

4:00 pm

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. IN CAMERA

(a) Contract Negotiation

RECESS

6:00 pm

4. APPROVAL OF MINUTES

(a) CAC meeting minutes, July 14, 2025

5. PRESENTATIONS

(a) Community Climate Capacity (CCC) Update

6. DEPARTMENT REPORTS

(a) Finance Department Report

(b) Planning and Development Department Report

(c) Parks and Recreation Department Report

(d) Police Chief's Report

(e) Engineering and Public Works Report

7. RECOMMENDATIONS

(a) Valley Regional Solid Waste-Resource Management Authority-Guarantee

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

(c) Policy 100 Council and Committee of Council Report

1. Policy 100 Council and Committee of Council

(d) Terms of Reference for Committees

1. Finance and Audit Committee

2. Bursary Committee

3. Inclusion, Diversity, Equity and Accessibility (IDEA) Committee

4. Investment Committee

5. Planning Advisory Committee

6. Water Commission

(e) By-Law 100 Board of Police Commissioners

(f) Traffic Calming Report

1. Policy 101 – Request for Traffic Calming

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

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

8. CORRESPONDENCE

(a) Nova Scotia Association of Police Governance (NSAPG) regarding Provincial Policing Review

(b) Provincial Attorney General and Minister of Justice Response to NSAPG Letter

(c) Letter from Nova Scotia Public Health – Water Fluoridation

9. PUBLIC COMMENTS

10. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: July 14, 2025

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed to YouTube with closed captioning.

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

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

1. PRESENT

Council:

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

Staff:

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

DRAFT

REGRETS

None

DECLARATIONS OF CONFLICT OF INTEREST

None

2. APPROVAL OF THE AGENDA

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

That the agenda for the Council Advisory Committee meeting of July 14, 2025 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, June 9, 2025.

It was moved

That the minutes from the Council Advisory Committee meeting held on June 9, 2025 be approved.

MOTION CARRIED BY CONSENSUS

(b) Special Council Advisory Committee, Meeting Minutes, June 9, 2025.

It was moved

That the minutes from the Special Council Advisory Committee meeting held on June 9, 2025 be approved.

MOTION CARRIED BY CONSENSUS

4. PRESENTATIONS

(a) None

DRAFT

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending June 30, 2025, with highlights including beginning of the audit process, an update to the capital investment plan, and an update on tax collection.

See report for more information.

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for June with highlights including addition of a second Development Officer Ben Crowell, development of the Planning Advisory Committee, Visitor Information Centre and successful June events.

See report for more information.

(c) Parks and Recreation

Director Craig Langille presented the Parks and Recreation department report for June with highlights including increasing pool attendance for public swims, aquafit and pickleball, and opening of the pool. Director Langille also gave an update on capital projects.

See report for more information.

i. Update on Hemlock Conservation Project

Strategic Operations Coordinator Alisha Christie gave an update on the Hemlock Conservation Project with highlights including phase 1 assessment is complete for the Gorge and the Ravine, treatment is complete in the Gorge and is in progress in the Ravine, a review of pesticides being used and the application process.

See report for more information.

Discussion

- Clarification of the relationship between hemlock conservation and stormwater management in the Gorge and Ravine.
- More information is available on the town's website about this project and hemlock conservation on private property.

DRAFT

(d) Police Report Chief's Report

Police Chief Marty Smith gave his May report with highlights including an increase in calls for service and criminal code charges, increase in impaired driving charges, use of force training, police week events, and successful June events.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for June 2025, with highlights including an update on the downtown active transportation project (sidewalks) in the downtown, award of tender for storm sewer on Main Street, which will result in underground infrastructure, and sidewalks, curb and pavement resurfacing from Aberdeen to Bridge Street. The MacDougall Heights developer has sent preliminary plans to staff in Planning and in Public Works to review but no permits have yet been submitted by the developer.

See report for more information.

Discussion

- Explanation of the water running on the street at Mountainview.
- Patch paving continues through the town.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) First Reading: Proposed LUB Amendments - General Commercial (C1) Zone

Director Darren Shupe reviewed the process for amending language in the land use bylaw around parking spaces in the downtown core, and the purpose and opportunity for this amendment.

See report for more information.

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend
to the July 28 2025 meeting of Council,

DRAFT

That Council give First Reading to amendments to the Land Use Bylaw for the General Commercial (C1) zone which would:

- 1. Allow the Development Officer to waive amenity requirements of a project if it is within a 400 m route of a public open space, and**
- 2. Remove parking requirements for residential units.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) First Reading: Rezoning Application - 157 Main Street

Director Darren Shupe reviewed the process for amending the zoning of a property in the land use bylaw, and the purpose and opportunity for this amendment.

See report for more information.

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

That Council Advisory Committee recommend
to the July 28 2025 meeting of Council,

That Council give First Reading to the Land Use Bylaw amendments regarding the Rezoning Application for 157 Main Street (PID 55467070)

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. NEW BUSINESS

(a) Kentville Business Park Taxation

Mayor Andrew Zebian reviewed the development of the Kentville Business Park and the lower tax rate for these properties, and the proposal to bring rates in line with other commercial properties.

See report for more information.

It was moved by Councillor Cathy Maxwell and Councillor Cate Savage

DRAFT

That Council Advisory Committee recommend to the July 28 2025 meeting of Council,

That Council authorize the Mayor to submit a request to MLA John Lohr to have provincial legislation introduced that would see the 1983 Act Relating to Taxation of Industrial and Commercial Properties in the Annapolis Valley Regional Industrial Park, being Chapter 76 of the Acts of 1983 repealed.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

Zebian

(b) Policy Statement G84 – Council and Committees of Council

Mayor Andrew Zebian reviewed the existing policies around committees and presented this new policy which would update meeting practices and replace six older policies.

See report for more information.

It was moved by Councillor Cathy Maxwell and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend to the July 28 2025 meeting of Council,

That Council request staff to proceed with the finalization of Policy Statement G84 Council and Committees of Council including new terms of reference for all boards and committees.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Repeal of Policy G74 and Policy G76

Mayor Andrew Zebian described the need for these policies around the pandemic of 2020, and that these policies are now obsolete.

See report for more information.

DRAFT

It was moved by Councillor Cate Savage and Councillor John Andrew

That Council Advisory Committee recommend
to the July 28 2025 meeting of Council,

That Council repeal Policy Statement G74 – “COVID-19 Workplace Safety” and Policy Statement G76 – “ COVID-19 Safety Policy for Council”.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

8. CORRESPONDENCE

(a) Cyril White

9. PUBLIC COMMENTS

(a) Floyd

Promotion of himself as a community street advocate to clean up the streets and help those who are less fortunate.

(b) Bunny Bennett

Appreciation for Canada Day in Kentville this year. Suggestion for traffic changes.

10. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 7:30pm.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Chris McNeill

Clean Foundation's Community Climate Capacity Program

Year Two Update

Year 1 in Review



Natural Stormwater Management

- SWM Master Plan: Funding applications
- Rain garden at Oakdene Park



QUEST Energy Planning

- Energy Mapping workshop
- Action Planning workshop
- CEEP development



Bird Friendly Kentville

- Community events
- Internal bird-friendly policies
- Biodiversity Strategy



Y1 Takeaways

- Kentville ongoing leader in CCC program: highly engaged, showing follow-through and a willingness to innovate.
- Initiatives are strongest when grounded in priorities of community; projects to come from existing/needed work.
- Climate Risk Assessments as pre-requisite to access multi-year funding streams as of Summer 2025.



Ongoing Initiatives

- Bird Friendly Kentville
- Biodiversity Strategy: implementation
- QUEST community energy planning
- Climate risk assessment
- Funding for stormwater management initiatives
- Support MPS update

Year 2-3 Forecast

(April 2024 – March 2027)



Urban Forest Stewardship

Plan/policy development to coordinate and align the forest-related work in Kentville (HWA, BFT, Miner's Marsh).

Implementation of Plans

Project/goal implementation of Biodiversity Strategy, Community Energy Plan, Adaptation Action Plan.



Long-term Climate Planning

Transitioning away from CCC support through establishment of internal capacity and work handover.



Thank you

Sofia Munoz

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TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of August, 2025

DEPARTMENT- FINANCE

Operations

- The audited consolidated financial results for the year ended March 31, 2025, were presented to the Audit Committee by the Director of Finance, with Kent & Duffett outlining the audit findings at the July meeting. An unqualified audit opinion was issued, and the Audited Financial Statements were adopted by Council later that month.
- In collaboration with the Towns of Berwick and Wolfville, an evaluation of human resources service needs is currently underway with Doane Grant Thornton. In late July 2025, the Finance and Administration team submitted the requested information, including details on organizational structure, services and resources, policies and procedures, labour relations, and the overall HR environment.
- The Town of Kentville entered into an Admission Agreement with the Nova Scotia Public Service Superannuation Plan (NSPSP) in July with an admission date of July 21, 2025. As of the admission date, Police Association members, Chief and Deputy Chief of Police were transferred to the plan. The Town now participates in three pension plans: a Defined Benefit Plan with NSPSP, a Registered Pension Plan and a Multi Sector Pension Plan with CUPE.
- Data collection and analysis for the Water Utility's five-year water rate study is ongoing, with no confirmed completion date at this time. Once the study is finalized, the Utility will submit the report to Nova Scotia Regulatory and Appeals Board along with the proposed rate adjustments.
- The status of provincial annual reporting requirements is as follows:
 - Annual Expenditure Report (AER) was submitted by the due date on July 15, 2025
 - Statement of Estimates – Assessment and Budget (SOE A & B) released August 20, 2025; due by September 30, 2025.
 - Capital Investment Plan – released June; due by September 15, 2025.
 - Financial Information Return – awaiting release; due by September 30, 2025.

Financial

- The Sanitary Sewer Capital Budget was approved in April, concurrently with the Town's General Capital Budget. The Operating Budget is currently under development and will be presented for Council's consideration in September. A sewer rate adjustment is anticipated to address increasing costs, particularly those associated with the treatment and disposal agreement with the County of Kings.
- Preliminary YTD July, 2025 Statement of Operations results are included in Appendix A. Revenue recorded totals 44.2 % and expenses recorded totals 38 % of their respective annual budgets, 33 % of the way through the fiscal year. Appendix A detailed analysis provides factors influencing this result.

**Finance Report to Town of Kentville Council Advisory Committee
For the Month of August, 2025**

Financial Continued:

- Year to date August 29, 2025 capital expenditure is \$ 2,208,749 or 18.4 % of the total 2025-26 capital budget. See Appendix B – Capital Investment Plan Update for a breakdown of expenditures by program, along with a newly introduced implementation status report for individual projects. The report provides the status of each project phase (planning, tendering, and construction or procurement in the case of equipment). A legend included in the report explains the meaning of each status category: work complete, work in progress, not started, and deferred or cancelled.
- Final 2025-26 tax bills valued at \$ 6,932,659 were distributed late August with a due date of October 1, 2025 resulting in a total 2025-26 tax levy of \$ 13,879,493 (\$ 602,538 more than the previous year).
- 2025-26 tax exemptions were provided to 31 households totaling \$ 15,275 as compared to \$ 13,170 in the previous year.
- Interim 2025-2026 tax bills valued at \$ 6,952,450 were released April with a due date of May 30, 2025. As of July 31, 2025, 3.0 % (33 % less than the prior month) remained outstanding. 2024-25 tax receivable represents 0.26 % of 2024-25 taxes levied (63 % less than the prior month).

Outstanding Tax Receivable Aging		
2025-26	2024-25	Prior Years
\$ 211,477	\$ 33,712	\$ 13,672

Respectfully submitted,



Wanda Matthews, CPA, CA
Director of Finance



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

Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 38.0 % of **expenditure** budget used and 44.2 % of **revenue** budget recorded creating an overall surplus of \$ 1,163,275.

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

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

Revenue

- **Interim taxes** are based on the 2024 - 2025 property tax rate and the 2025 – 2026 property assessment value making the revenue rate 50% of budget.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall.
- **Conditional and unconditional transfers** – Variances compared to the prior year are largely due to the timing of grant and provincial funding, as well as the filling of a previously vacant, funded specialized police position in 2025.

Expenditures

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

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

Expenditures Continued:

- Overtime expenses within the department currently range from 20% to 67% of the annual budget. Overtime related to special events has reached 100% of the allocated budget; however, all special events for the year have concluded, and no further related overtime is anticipated. Some overtime was reimbursed by a third party and is recorded in revenue.
- Annual insurance premiums were recorded earlier this year as compared to the previous year.
- The gasoline allocation from Public Works remains outstanding, resulting in a temporary favorable variance against the budget.

Fire

- The semi-annual transfer of \$182,159 to the Kentville Volunteer Fire Department from the area rate has occurred.

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



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2025-2026
YTD August 29, 2025**

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Active Transportation	611,000	611,000	-	204,519	33.5%
General Administration	101,500	101,500	-	82,611	81.4%
Protective Services	186,400	186,400	-	83,047	44.6%
Transportation ^{Note 1}	4,394,850	4,360,850	34,000.00	387,511	8.8%
Expansion- Donald Hiltz Connector	5,500,000	5,500,000	-	828,729	15.1%
Planning and Development	78,000	78,000	-	-	-
Parks and Recreation ^{Note 2}	1,128,250	1,018,567	109,683.00	622,332	55.2%
Total	\$ 12,000,000	\$ 11,856,317	\$ 143,683.00	\$ 2,208,749	18.4%

Note 1	comprised of:					
	Equipment	496,000	496,000	-	-	-
	Buildings	136,000	136,000	-	72,695	53.5%
	Streets & Lights	1,157,000	1,121,000	36,000.00	281,152	24.3%
	Sidewalks	1,552,850	1,552,850	-	-	-
	Flood Mitigation	665,000	665,000	-	25,246	3.8%
	Storm Sewer	388,000	390,000	(2,000.00)	8,417	2.2%
		<u>\$ 4,394,850</u>	<u>\$ 4,360,850</u>	<u>\$ 34,000</u>	<u>\$ 387,511</u>	<u>8.8%</u>
Note 2	comprised of:					
	Green Spaces	25,000	25,000	-	12,739	51.0%
	Parks & Playgrounds	125,650	37,985	87,665.00	35,840	28.5%
	Sport Facilities	906,600	904,463	2,137.00	543,636	60.0%
	Buildings and Equipment	71,000	51,119	19,881.00	30,119	42.4%
		<u>\$ 1,128,250</u>	<u>\$ 1,018,567</u>	<u>\$ 109,683</u>	<u>\$ 622,332</u>	<u>55.2%</u>

Town of Kentville Capital Investment Plan Implementation Status Report August 29, 2025				
Department	Project Description	Budget (\$)	Forecast (\$)	Status
Administration	Server Room - Town Hall	71,500	71,500	Planning
Administration	IT Projects for Administration	20,000	20,000	
Administration	Fencing- Generator	10,000	10,000	Planning
Transportation	Downtown Sidewalk Phase 2 (GIF)	611,000	611,000	Construction/Procurement
Transportation	Building Fire Escape Upgrades - Public Works	45,000	45,000	Construction/Procurement
Transportation	Building Paint & Siding Upgrades - Public Works	24,000	24,000	Construction/Procurement
Transportation	Two Way Radios	25,000	25,000	Construction/Procurement
Transportation	Fuel Pump Replacement- Town Fleet	42,000	42,000	Construction/Procurement
Transportation	Ornamental Street Lights	25,000	25,000	Planning
Transportation	Street Sweeper	496,000	496,000	Construction/Procurement
Transportation	DE Hiltz - Storm & Access Road Construction Phase I (ICIP)	150,000	150,000	Construction/Procurement
Transportation	DE Hiltz -Storm & Access Road Design (ICIP)	5,350,000	5,350,000	Construction/Procurement
Transportation	Storm Water Master Plan Phase 1	500,000	500,000	Planning
Transportation	Park Street - Mitchell Brook Crossing Replacement	165,000	165,000	Tender
Transportation	South Main Street Sidewalk and Storm Sewer Replacement (Phase 1)	1,330,850	1,330,850	Construction/Procurement
Transportation	Prospect Avenue Curb, Sidewalk and Paving	222,000	222,000	Planning
Transportation	Spring Garden Road Storm Sewer Upgrades	320,000	320,000	Planning
Transportation	Apple Tree Lane Storm Sewer	68,000	68,000	Planning
Transportation	Memorial Park Storm Sewer	-	2,000	Construction/Procurement
Transportation	Provincial Trunk Roads Routes- Paving	1,000,000	1,000,000	Construction/Procurement
Transportation	Prospect Avenue Extension Curb, Sidewalk and Paving	132,000	96,000	Construction/Procurement
Planning and Development	Downtown Betterments -Landscaping & Hardscaping	30,000	30,000	Planning
Planning and Development	Downtown Beautification and Seasonal Lighting	28,000	28,000	Planning
Planning and Development	Ornamental Lights	20,000	20,000	Planning
Protective Services	Marked Patrol Vehicle	89,000	89,000	Construction/Procurement
Protective Services	Firearms - Sig Sauer P320 9mm pistols	37,700	37,700	Construction/Procurement
Protective Services	Body Armour Level 2	34,700	34,700	Construction/Procurement
Protective Services	SAFEKEEPER Evidence Drying Chamber	25,000	25,000	Construction/Procurement
Protective Services	Police - Technology	-	28,700	Construction/Procurement
Parks and Recreation	Tractor Bay Garage Door Replacement	20,000	5,000	Construction/Procurement
Parks and Recreation	New Plow and Mounting Hardware	16,000	16,000	
Parks and Recreation	Buyout of Tractor Lease	35,000	30,119	Construction/Procurement
Parks and Recreation	Electrical Services and Distribution - Safety fix	10,000	10,000	
Parks and Recreation	Arena Bleachers - Fix Seating	10,000	10,000	
Parks and Recreation	Condenser	221,600	221,600	Construction/Procurement
Parks and Recreation	Arena - Paving back parking lot	150,000	150,000	
Parks and Recreation	Tables and Transport Carts for Arena	15,000	12,863	Construction/Procurement
Parks and Recreation	Pool Renovation	500,000	500,000	Construction/Procurement
Parks and Recreation	Culvert Bridge -Entry at Memorial Park and Walter Wood Playground	25,000	25,000	Construction/Procurement
Parks and Recreation	Basketball Court Fencing Replacement Oakdene	15,000	8,251	Construction/Procurement
Parks and Recreation	Oakdene Park Irrigation Tie In	15,650	9,734	Construction/Procurement

Town of Kentville
Capital Investment Plan
Implementation Status Report
August 29, 2025

Parks and Recreation	KCA Playground - Swing Bridge Replacement	20,000	20,000	Construction/Procurement
Parks and Recreation	Batting cages (3)	75,000	-	Cancelled
Budget Total		\$ 12,000,000	\$ 11,885,017	

Legend:

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

Staff Report to Council Advisory Committee

Planning & Development

September 2025

Looking Forward

Staff has initiated the development of a workplan for the plan review and has held constructive meetings with Clean Foundation who will be able to support a portion of the process. We have also been assessing priority areas which may need attention prior to the completion of the plan review.

Developing provisions to address phased development is key for future growth in the town. Phasing language ensures subdivisions grow in a safe, connected, and orderly way, with roads and services designed for full build-out rather than just the first stage. It protects residents and taxpayers by requiring emergency access, long-term connectivity, and financial safeguards if future phases are delayed.

Month in Review

Development Applications

- **Development Permits:** Nine development permits were issued in the month of July and nine in August with a combined total estimated construction value of \$2,355,587.
- **Subdivision Applications:** One application for tentative subdivision was received in July from Brison Developments for PID 55247761 in McDougall Heights. Staff are currently reviewing the application. No subdivision applications were received in August.
- **Site Plan Approval Applications:** No site plan approval applications were received in July or August.

Planning Applications

New

- Staff-led proposed amendments to the Land Use Bylaw and Subdivision Bylaw to support phased development went to a Public Participation Meeting on August 21, 2025. A staff report on the amendments is included in the CAC package for September 8, 2025.

Ongoing

- Dr. Mubarek Alrafidi has applied to rezone 157 Main Street (PID 55467070) from the One- & Two-Unit Dwelling (R2) zone to a Medium Density Residential (R3) zone to develop an 8-unit apartment building. A Public Hearing is scheduled for September 8, 2025.
- A development agreement application was received from VIDA Living to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) on December 12, 2024.

At the April 28, 2025 Meeting of Council, Council accepted a revised site plan, which will be incorporated into the draft development agreement. Staff and applicant are working towards finalizing the development agreement.

- An application to amend the Land Use Bylaw was received on February 7, 2025 to permit residential conversions within the Limited Commercial (C3) Zone. Council approved the proposed amendments to allow residential conversions of up to four units at their June 30, 2025 meeting. The appeal period for this decision ended on July 18th and is currently under review by the Provincial Director of Planning.
- At the April 28, 2025 Council Meeting, Council directed staff to hold a Public Participation Meeting to receive public comments on proposed amendments to the General Commercial (C1) Zone regarding amenity and parking requirements. A Public Hearing is scheduled for September 8, 2025.
- Bell Mobility Tower Development – Canacre, on behalf of their client Bell Mobility, is proposing to locate a new telecommunications installation at 314 Main St, in the Town of Kentville. Council directed staff to provide a

letter of non-concurrence at the July 28, 2025 meeting. Staff awaits notification on next steps.

Community and Economic Development

- Pumpkin People Festival (October 4th – 26th) advertising is starting this week both locally and across the Atlantic provinces. This year's festival theme is "Haunted Hollywood" and organizers are curating a red carpet experience for visitors in the traditional Pumpkin People style: fun, referential, and something to talk about.
- Downtown Kentville is participating in many new ways this year by providing businesses more opportunities to feel involved and to draw more of the Pumpkin People visitor traffic to the downtown area.
- The Visitor Information Centre will be acting as festival headquarters this year and we will be open until the end of October, including on weekends, to better support visitors during the festival weeks.

Respectfully Submitted,

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

Kirsten Duncan
Development Officer,
GIS/Planning Technician

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer,
Planning Coordinator

Permit Report

July 2025

Permit #:	4467	Permit Date:	7/3/2025
Value of Construction:	\$25,000.00	Fee:	\$34.52
Reconstruct carport (18' 4" x 18')			

Permit #:	4466	Permit Date:	7/4/2025
Value of Construction:	\$450,000.00	Fee:	\$1,010.00
Installation of Walkable Ceiling Panels			

Permit #:	4471	Permit Date:	7/9/2025
Value of Construction:	\$80,000.00	Fee:	\$196.00
Addition of 4 offices and 4 classrooms			

Permit #:	4472	Permit Date:	7/14/2025
Value of Construction:	\$35,000.00	Fee:	\$97.00
Removal of walls and addition of a washroom			

Permit #:	4473	Permit Date:	7/15/2025
Value of Construction:	\$150,000.00	Fee:	\$97.44
Detached ADU			

Permit #:	4468	Permit Date:	7/22/2025
Value of Construction:	\$200,000.00	Fee:	\$167.84
Single Unit Dwelling with attached Ancillary Dwelling Unit			

Permit #:	4476	Permit Date:	7/23/2025
Value of Construction:	\$5,000.00	Fee:	\$0.00
Shed (10' x 12')			

Permit #:	4475	Permit Date:	7/28/2025
Value of Construction:	\$45,000.00	Fee:	\$41.31
Addition to Semi-Detached Dwelling (15'6" x 12'6")			

Permit #:	4477	Permit Date:	7/30/2025
Value of Construction:	\$500,000.00	Fee:	\$223.76
Single Unit Dwelling with attached garage			

August 2025

Permit #:	4478	Permit Date:	8/1/2025
Value of Construction:	\$100,000.00	Fee:	\$30.00
Demolition of existing water treatment facility			

Permit #:	4479	Permit Date:	8/1/2025
Value of Construction:	\$37,187.00	Fee:	\$50.00
Installation of 31 Rooftop Solar Panels			

Permit #:	4481	Permit Date:	8/15/2025
Value of Construction:	\$10,000.00	Fee:	\$42.00
Reconstruction of exterior staircase			

Permit #:	4482	Permit Date:	8/15/2025
Value of Construction:	\$50,000.00	Fee:	\$130.00
Convert basement into an Ancillary Dwelling Unit			

Permit #:	4455	Permit Date:	8/15/2025
Value of Construction:	\$650,000.00	Fee:	\$493.95
Semi-Detached Building			

Permit #:	4483	Permit Date:	8/19/2025
Value of Construction:	\$1,000.00	Fee:	\$0.00
Storage Shed for Firewood (8' x 16')			

Permit #:	4487	Permit Date:	8/26/2025
Value of Construction:	\$15,000.00	Fee:	\$23.17
Replace existing wheelchair ramp			

Permit #:	4488	Permit Date:	8/26/2025
Value of Construction:	\$1,600.00	Fee:	\$24.22
Extend rear deck (32' x 3')			

Permit #:	4489	Permit Date:	8/27/2025
Value of Construction:	\$800.00	Fee:	\$21.76
Replace window with a larger one			

Activity Report

	July 2025		July 2024	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
Number of Permits	9	65	16	62
Total Building Value	\$1,490,000.00	\$27,864,402.21	\$4,438,880.00	\$39,468,857.60
Permit Revenue	\$1,867.87	\$20,979.38	\$4,669.23	\$27,756.68

	August 2025		August 2024	
<i>PERMITS</i>	Month Total	Year-to-Date Total	Month Total	Year-to-Date Total
Number of Permits	9	74	10	72
Total Building Value	\$865,587.00	\$28,729,989.21	\$1,240,960.00	\$40,804,817.60
Permit Revenue	\$815.10	\$21,794.48	\$1,277.24	\$29,156.92



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of July and August 2025
Department of Parks and Recreation
Presented on September 8, 2025

Administration and Operations

- Recent grant applications
 - Staff applied to the Town and Village Recreation Funding grant with the Municipality of the County of Kings
 - Staff applied to the Before and After School program through the Province of Nova Scotia for operational funding of Nature Kids
- Summer staff finished their employment during the month of August
 - A special thank you to all staff that spent their summer with us
- Our Active Living Coordinator has been accepted to present on regional initiatives at both the Valley Recreation Conference (*June is Recreation Month*) and the Recreation Nova Scotia Conference (*SHIFT Partnership*)

Facilities and Operations

- Increase in staffing hours dedicated to repairing vandalism in our park spaces
 - Structure fires at two park locations
 - Oakdene Park porta potty, this required costs to replace unit and downed service for a week
 - Memorial Park bathroom structure beside softball field
 - This has caused damage to building, including electrical, causing irrigation units, bathrooms, and canteen to be unavailable
- Permanent sharp container units were installed at Oakdene Park and Miners Marsh
- The Oakdene Park community garden group opened the Gathering Garden on July 10th
- Provincial Trail Closures were announced by the Province of Nova Scotia on August 6
- The arena condenser was purchased and installed during the month of August
- The arena dehumidifier failed during the summer, which required patch work. The unit will continue to be assessed to determine next steps. The unit was installed in the 1990's.

- Staff worked alongside the OPCGG and Coastal Action to build a rain garden at Oakdene Park. The purpose is to help control and mitigate run-off.
- The pool closed for the season on August 29th.

Programs and Outreach

Summer Staff Programs – some of the programs offered by our summer staff included:

- *BikeHers+ Learn to Mountain Bike* sessions. Trail closures effected the continued offerings into August
- *Active Transportation Asset Mapping* project
- *Recycle Your Bicycle* initiative through bike collection and repair — 14 bicycles repaired and ready for community distribution in September
- Produced two and released one episode of the *Roots & Routes* podcast (second episode to be released when trails reopen)
- Supported establishing a garden at the Recreation Hub to support *Nature Kids* “farm-to-plate” learning and food security education
- Delivered *Get Outside PLAYdates* every second Saturday in July and August, averaging 20–30 attendees
- Coordinated a cross-regional collaboration (County of Kings, Kentville, New Minas, Wolfville) to deliver weekly *SHIFT Programming* in Kentville, including Challenger Baseball, Boccia, Play in the Park, Bird Watching Walks, and more
- Movie in the Park – staff hosted (3) outdoor movie events (two at Oakdene and one at the Rec Hub)
- Pinoy Festival – staff supported the FCVA by providing a Pop-Up Play station and Outreach Booth at their Pinoy Festival
- **Chef it Up!** Staff hosted a cooking workshop at the Kentville Fire Hall from 4:00-6:00pm for individuals aged 18+. Participants were required to register, as only 12 slots were advertised. To reduce barriers, a kids’ play zone was provided for individuals who may have children that are too young to be left home alone.
- Dungeons & Dragons (D&D) - We hosted a D&D program from late July to August targeted at youth.
- Garden Board Game Night. Staff hosted a casual board game session in the garden with the garden group, (7) participants.

Outreach Booth Staff utilized the Outreach Booth at the Farmer’s Market, Hibou Court, Drag at the Park, and Movie Night events. The purpose of the booth was to collect feedback from community members regarding new programs and developments. The booth was supplemented with a play area and chairs.

Other events that occurred in July & August:

- Canada Day Event – July 1
 - Canada Day cake, bouncy castles, (2) bbq stations, splashpad, and a Kentville Wildcat victory with free access to the public

- Staff hosted the pool funding announcement on July 12 with Mayor and Council, Park and Recreation staff, MLA John Lohr, and the community.
- 18U AAA National Eliminations at Memorial Park – July 11-13
- BMO Soccer Minifest – July 12-13
- 15U A Baseball tournament – July 25-27
- Kentville Marlins Swim Club swim meet – July 26
- Pool movie night in August
- 15U AAA Baseball tournament – August 8-10
- Female 17U baseball provincial championships at Memorial Park, with games being held on the Bantam Field and Senior Field – August 29 – August 31
- *Drag in the Park*
 - Staff hosted Kentville's first-ever Drag in the Park event at Oakdene Park. Drag in the Park consisted of Disney sing-alongs and storytelling, running from 13:00-15:00. Three vendors were present, in addition to the Outreach Booth, before and after the show and during intermission. Drag in the Park was well attended by ~80 people of various ages and diverse backgrounds. Many individuals expressed positive feedback and interest in a similar event in the future.

Upcoming Events in September:

- Caribbean Fest – September 28 – Location is Centre Square
 - More information can be found at kentville.ca/events
- Partnership Expo – September 21 – Location is Centre Square

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

July 2025



ADMINISTRATION	2024	2025
SOT's	26	27
Foot Patrol	110	139
Criminal Code Charges	23	22
Calls for Service	291	401

HIGHLIGHTS/INITIATIVES:

- Wellness Event for Staff at KPS-Grounding
- Cst Heather Campbell and CCN Bryce Dauphinee participated in Camp Courage
- Members attended Special Olympic Torch Run and Opening Ceremonies at St.FX

PATROL:

- Busy month with 401 calls.
 - In June/July 2024-607 calls
 - In June/July 2025-799 calls
 - 31.63% increase
 - Increases in Traffic Offences, Provincial Statues, Assistance files
- Completed 54 checkpoints
- 3 Impaired related charges
- Issued 27 Summary Offence Tickets
-

TRAINING:

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

CES:

- Assisting with Camp Courage
- Met with Portal Hub and Family Services-Introduction with CCN
- Meeting at Valley Regional Hospital with CCN
- Opening Ceremony for Oakdene Park gathering garden
- OMG Presentation
- Personal Safety Presentation at Family Resource Centre
- KPS Youth Program

July 2025



CCN:

- Involved in 47 meetings with different stakeholders, some examples listed
 - Chrysalis House, Flower Cart, Portal, Open Arms, People Worx, IWK, Victim Services
- Community Presence/Involvement
 - Camp Courage, Attending VEH with clients, Referrals sent to Portal, Checked on unhoused community several times
- 12 Referrals
- 95 Interactions with clients
- Attended 13 calls with Staff

INVESTIGATIVE SECTIONS:

GIS

- 11 active investigations
- Executed 2 search warrants
- GIS led drug trafficking investigation resulting in Search warrant and seizure of 45 grams of cocaine and \$600 cash
- Assisted patrol with robbery file resulting in arrest and charges
- Assisted patrol in a theft of vehicle file resulting in charges

SCEU

- 6 active investigations
- 3 Warrants executed
- Conducted an audit on exhibits for the Cannabis Dispensary file

CISNS

- Cst Williams completed Surveillance Course
- Met with local SCEU and GIS to share intelligence
- Completed Intel Reports
- Assisted Cape Breton with file
- OMG Presentation for KPS members
- Assisted with drug file

BY-LAW

- 54 parking Tickets
- 43 warnings
- 16 smoking By-Law charges
- Assisted KPS with 7 calls
- 6 Municipal By-Law investigations



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

September 8, 2025

Programs and Operations

- **Kentville Water Commission:** We received two proposals for the second phase of the multi-year water meter replacement program. We expect to award a firm with this year's contract to complete approximately 350 residential meters and will focus this year's area on the older phases of Palmeto, Glenwood and McDougall Heights subdivisions. At the current rate of replacement, it will take another 5 years to complete this Town wide meter replacement program.
- **Sanitary Sewer Area Service:** As mentioned in Director Matthew's report, the Sanitary Sewer Operating Budget is currently under development and will be presented for Council's consideration later this month. A sewer rate adjustment is anticipated to address increasing costs, particularly those associated with the treatment and disposal agreement with the County of Kings.
- **Traffic Authority:** Engineering and Public Works is planning to install 'No Parking' signs at several intersections where parked vehicles obstruct access for emergency responders.

The department has already placed 'No Parking' signs in several other areas, and the bus stop on Main Street near the Main Street Station has been repainted and signed to create a wider and more accessible stop for Kings Transit. Current and future construction will cause some road impacts, and updates will be shared with the public through the Communications Team.

Projects

- **Downtown AT Project:** The sidewalk contractor will be hand forming the curb due to the unavailability of a sub-contracted curbing machine. Once the curb is completed, they will begin work on the sidewalk. Last month, the contractor removed the old sidewalk and replaced the storm infrastructure. Construction completion is expected by mid September.

- **GRID – Main Street Storm, Sidewalk & Paving Project:** Construction is scheduled to commence on September 8, 2025. The work will begin with storm replacement, followed by curb and sidewalk installation. Once the sidewalk and storm work are completed, milling and re-paving will take place from Chester Avenue to the Aberdeen Street intersection. Part one of the project, which included paving from Southview Avenue to the Chester Avenue intersection, has already been completed. The section of Webster Street from Bridge Street to Aberdeen Street will also be repaved under the 50% funded Provincial Trunk Paving project as soon as the sidewalk project there is completed.
- **Mitchell Brook Culvert:** The design for the replacement of the end-of-life culvert system under Park Street has been completed, with approvals secured from both Nova Scotia Environment and Fisheries. To ensure more competitive pricing, the tender will be issued in late fall, and construction is planned to begin in June 2026 when the work in the watercourse window reopens.
- **Donald E. Hiltz Connector Road:** The D. E. Hiltz project is progressing well. The current focus is on watermain installation at the west end and storm water management components of the project including large box culverts in water courses and the construction of storm water management areas. During the hottest and driest parts of August the earthworks portion of the project was suspended but is set to resume on the far east end of the project this month. A 4000-gallon water tanker with fire pump is kept near the construction activity to reduce the risk of fire.
- **Public Works Building:** This year's capital upgrades to the Public Works facility included siding repairs and repainting the exterior, the replacement of the Town fleet gas pumps, and the replacement of fleet two-way radios. Interior office repairs and repainting are being completed now.
- **Storm Water Infrastructure Maintenance:** Ongoing in-house replacement and maintenance of catch basins, along with ditching within the right-of-way where required continues into the fall.

Public Engagement

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

Meetings and Events

- Bi-weekly Senior Leadership meetings
- Monthly PW & KWC Toolbox Meeting
- July 14th CAC Meeting
- July 22nd Source Water Protection & Water Commission Meetings
- July 28th CUPE Labour Management Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works

Title: Valley Region Solid Waste-Resource Management Authority- Guarantee Resolution

Meeting Date: September 8, 2025
Department: FINANCE

RECOMMENDATION

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

SUMMARY

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) has approved a borrowing resolution that requires a guarantee resolution from each of its municipal partners.

BACKGROUND

The Temporary Borrowing Resolution (TBR) aligns with Council's previously approved Valley Waste capital budget from March, totaling \$4,665,000 including proposed debt funding of \$1,465,000. Valley Waste borrowing resolutions require a guarantee resolution from each of its municipal partners at a specified percentage based on population, and uniform assessment. The Town of Kentville's estimated percentage is 8.10%

The Valley Waste temporary borrowing resolution (TBR) is in the amount of \$1,465,000. The Town's share is \$118,603.

BUDGET IMPLICATIONS

There are no budget implications beyond the previously approved 2025-26 capital budget for this municipal partner.

RECOMMENDATION

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

Respectfully Submitted,

Wanda Matthews, Director of Finance
Town of Kentville.

ATTACHMENTS :

Municipal Partner Guarantee Resolution and Budget Information

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF**

Guarantee Share Amount: \$ _____ Purpose: _____

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of _____ Dollars (\$ _____) for purpose of _____;

WHEREAS the Authority has requested the Council of the _____, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the _____ does hereby approve the borrowing of the aggregate principal amount of _____ Dollars (\$ _____) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of _____ Dollars (\$ _____) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ held on the _____ day of _____, 2025.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 2025.

Clerk

Valley Region Solid Waste-Resource Management Authority
Capital Budget
Budget 2025-2026

Item Description	Funding Source Projection & Budget	Budget 2025-2026
Cat 924K Loader - Solid Tires	Debenture	400,000
Cat 906 Loader - Solid Tires, Grapple - C&D Pile	Debenture	200,000
Generator - Tailer Mounted 60kw 3 Phase	Capital Reserves	100,000
Generator Hookups Each Site	Capital Reserves	50,000
EMC Transfer Station Expansion	Infrastructure Reserve	2,600,000
C&D Pad & Metal Pad Expansion/Relocation	Infrastructure Reserve	450,000
HHW Container Replacement	Debenture	60,000
HHW Pre Fab Structure	Debenture	250,000
Press Upgrade	Debenture	120,000
Tunnel Door	Debenture	85,000
Warehouse	Debenture	350,000
Total Annual Capital Requested		\$ 4,665,000
Debenture Subtotal		\$ 1,465,000

Municipal Unit	% Allocation	Party Guarantee
Municipality of Kings	58.28%	853,802
Town of Kentville	8.10%	118,603
Town of Wolfville	7.19%	105,363
Town of Berwick	2.71%	39,739
Town of Middleton	1.90%	27,890
Town of Annapolis Royal	0.84%	12,347
Municipality of Annapolis	20.98%	307,328
Total	100.00%	1,465,071

Proposed Amendments to the Land Use and Subdivision By-laws Regarding Phased Development, Cul-de-sac Standards, and R3/R4 Lot Frontage Standards

Staff Report TOK202549

Meeting Date: September 8, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

FOR RECOMMENDATION

RECOMMENDATION

THAT Council:

give First Reading to the staff-led amendments to the Land Use By-law and Subdivision By-law respecting phased development, cul-de-sac standards, and Medium Density Residential (R3) Zone & High Density Residential (R4) Zone frontage requirements and direct Staff to schedule a Public Hearing in accordance with the Municipal Government Act.

PURPOSE

The purpose of this report is to present the Council Advisory Committee with the first set of staff-led amendments to the Town's Land Use By-law (LUB) and Subdivision By-law (SB). These initial amendments are aimed at permitting and regulating more complex development forms, including phased subdivisions and medium/high-density housing.

Future amendments will be brought forward as a second staff report, focusing on subdivision agreements and other detailed implementation tools.

Specifically, this first set of amendments relates to:

- Phased subdivision approvals tied to infrastructure and connectivity,
- Cul-de-sac standards (temporary, permanent, and legacy), and
- Road frontage requirements in the Medium Density Residential (R3) and High Density Residential (R4) zones.

These amendments have been identified by staff as priority updates that should be adopted ahead of the comprehensive Municipal Planning Strategy (MPS), LUB, and SB Review, to provide clarity for current and pending applications.

BACKGROUND

In administering the Town's LUB and SB, Planning staff identified several recurring issues:

- Subdivision Phasing – Applications for multi-phase subdivisions lack clear policy guidance, creating uncertainty.
- Road Approvals – Existing policies did not distinguish clearly between temporary extensions, permanent designs, and legacy streets.

The current maximum length of cul-de-sac is 152.40 metres (500 feet) from an intersection to the turning circle, unless there exists an all-weather emergency connection of 4.57 metres (15 feet) wide to a street, in which case the length of the cul-de-sac shall not exceed 228.6 metres (750 feet).

- R3 and R4 Frontage Requirements – The existing standard of 100 ft (30.48 m) is disproportionately high for medium- and high-density zones, limiting development options.

Staff reviewed best practices in Nova Scotia municipalities, assessed servicing and asset management impacts, and evaluated consistency with the Municipal Planning Strategy and Statements of Provincial Interest (SPIs) on Housing and Infrastructure.

Because development applications continue to arise under current rules, staff determined that interim amendments were warranted now rather than waiting for the full plan review.

DISCUSSION

A. Phased Development

Phased development is a planning approach in which a larger subdivision or project is built out in stages over time, rather than all at once. This method allows infrastructure—such as roads, water, and sewer systems—to be constructed in manageable sections, while ensuring that each phase functions as a complete and connected neighbourhood. It provides flexibility for developers to respond to market demand, helps municipalities manage servicing and growth more efficiently, and ensures that future phases integrate properly with existing streets, utilities, and community design.

In these proposed amendments, Staff is looking to:

- Introduce clear thresholds for subdivision approvals: a maximum road length and a maximum dwelling-unit count per phase, whichever is more stringent.
- Require financial securities to ensure completion of future road connections.
- Ensure logical sequencing of infrastructure, avoiding over-extension.
- Require temporary turnarounds where a road extension is planned; must provide safe interim turnaround.

B. Road Standards

Within a phased development approach, road standards play a critical role in ensuring that each stage of construction results in safe, functional, and connected transportation networks. By applying consistent standards for road widths, intersections, cul-de-sac lengths, and connectivity requirements, municipalities can guarantee that interim phases are serviceable and that future phases can integrate seamlessly. These standards help balance immediate access and emergency response needs with long-term goals for walkability, transit readiness, and efficient servicing.

Staff is proposing the following amendments with regards to road standards which include incentives for providing greater connectivity:

- Permanent Cul-de-sacs:
 - For the development of new permanent cul-de-sacs, maximum length 100 m (328 ft),
 - or 150 m (492 ft) where a multi-use pathway is located at the cul-de-sac head that connects to another street,
 - or 200 m (656 ft) where an all-weather emergency connection of 4.6 metres (15 feet) wide connects to a street.
 - To a maximum of 60 units.
- Legacy Dead End Roads: (e.g. Spring Garden Rd., Parkview Rd., Henry St./Braeside Dr.) For existing overextended dead-end roads, new development capped by unit count of 60 units, unless additional connectivity is provided.

C. Medium Density Residential (R3) and High Density Residential (R4) Zone Lot Frontage Requirements

In medium and high-density zones, reducing lot frontage requirements allows for a more efficient use of serviced land while supporting compact, walkable neighbourhood design. In addition, facilitating flag lot development can accommodate higher densities in a way that retains the appearance of the street frontage, since new dwellings are located to the rear of existing lots and accessed by narrow driveways. This approach can lower infrastructure and servicing costs, encourage more attainable housing options, and align with broader growth-management goals.

- Current: R3 50ft/single unit; 60ft/3-4 units; 100ft/5-8 units
R4 50ft/single unit; 60ft/3-4 units; 100ft/5+ units
 - Proposed: R3 → 50 ft (15.24 m); R4 → 50 ft (15.24 m).
 - Lot areas unchanged.
 - Supports compact, walkable neighbourhoods and aligns with housing supply goals.
-

PUBLIC PARTICIPATION MEETING (PPM) – FEEDBACK

A Public Participation Meeting was held on August 21, 2025 to provide residents with the opportunity to comment on the proposed planning amendments. The meeting included a staff presentation outlining the purpose of the amendments, the relevant policy context, and the anticipated impacts on development patterns. The following key questions emerged from the session:

Key Questions:

Q: Do the amendments reduce or extend cul-de-sac regulations?

A: Both a maximum length and unit cap would now apply, whichever is stricter.

Q: What if a property on an existing cul-de-sac is rezoned?

A: Unit caps still apply, even with rezoning. Applies to ADUs as well.

Q: Who has access to emergency access gates?

A: Likely a master key system for all emergency providers, protocol to be established.

POLICY ALIGNMENT

The proposed amendments are consistent with:

- MPS – Chapter 4 General Land Use and Development
 - Objective 1 – To facilitate the efficient growth and development of the town
- SPI: Infrastructure – Efficient servicing and fiscal responsibility.
- SPI: Housing – Enabling compact and diverse housing supply.

PROPOSED AMENDMENTS

The full text of the proposed by-law amendments is included in:

- Appendix A – Land Use By-law Amendments
- Appendix B – Subdivision By-law Amendments

OPTIONS FOR COUNCIL ADVISORY COMMITTEE

1. Recommend amendments as drafted (recommended).
2. Recommend amendments with revisions.
3. Decline to proceed.

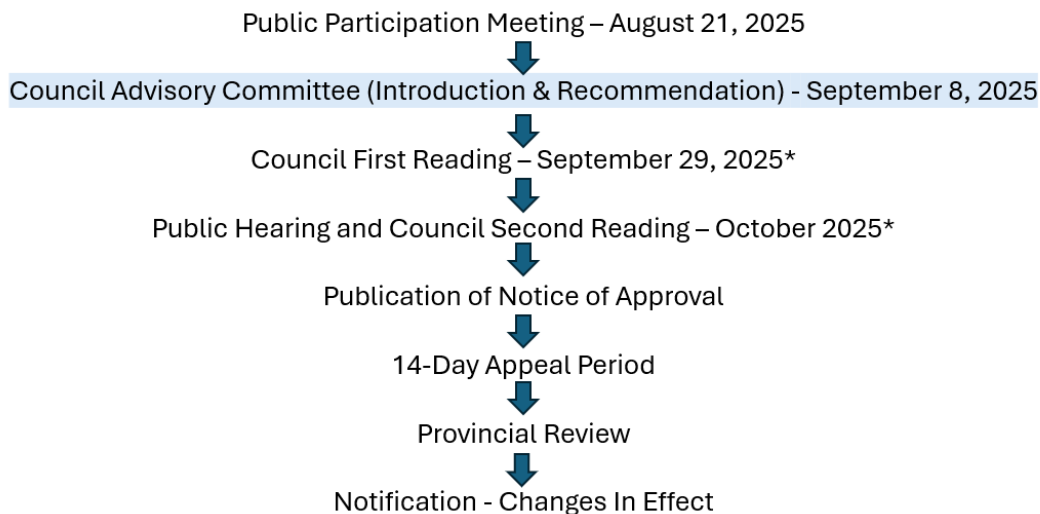
FINANCIAL IMPLICATIONS

No direct costs to the Town. Developers post securities and construct phased infrastructure. Reduced risk of over-servicing yields long-term savings.

RECOMMENDATION

THAT Council give First Reading to the staff-led amendments to the Land Use By-law and Subdivision By-law respecting phased development, cul-de-sac standards, and Medium Density Residential (R3) and High Density Residential (R4) zone lot frontage requirements and direct Staff to schedule a Public Hearing in accordance with the Municipal Government Act.

NEXT STEPS



Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

- Appendix A – Land Use By-law Amendments
- Appendix B – Subdivision By-law Amendments

Recommendation for Amendments to LUB and SB
September 8, 2025, Staff Report TOK202549

Appendix A – Draft Land Use By-law (LUB) Amendments

1. General Provisions (New Section)

Proposed Text:

Section 4.1.33 Roads

- a) Temporary turnarounds shall be required where a road is planned for future extension in order to provide complete connectivity, as per the approved tentative subdivision plan.
- b) Permanent cul-de-sacs shall not exceed a maximum length 100 m (328 ft), or 150 m (492 ft) where a multi-use pathway is located at the cul-de-sac head that connects to another street, or 200 m (656 ft) where an all-weather emergency connection of 4.6 m (15 ft) wide connects to a street and shall serve no more than 60 dwelling units.
- c) Development on existing overextended roads shall be limited by a maximum unit threshold of 60 units unless connectivity is provided through an approved tentative plan of subdivision.

Intent:

- Clarifies three scenarios: temporary turnarounds, permanent cul-de-sacs, legacy overextended roads.
- Introduces 100 m default, 150 m with walkway incentive, and 200 m with an emergency exit incentive.
- Caps all cul-de-sacs at 60 units.
- Limits legacy overextended roads to a unit threshold of 60 unless connectivity provided.

2. Minimum Lot Frontage (Amended Section 5.4.4 and Section 5.5.3)

Proposed Text:

Section 5.4.4

Medium Density Residential (R3) Zone Minimum Lot Frontage:

- Multi-unit Dwelling (three to four units) 15.24 m (50 ft)
- Multi-unit Dwelling (five to eight units) 15.24 m (50 ft)

Section 5.5.3

High Density Residential (R4) Zone Minimum Lot Frontage:

- Multi-unit Dwelling (three to four units) 15.24 m (50 ft)
- Multi-unit Dwelling (five+ units) 15.24 m (50 ft)

(All other minimum lot area requirements remain unchanged.)

Intent:

- Reduces excessive 100 ft frontage standard in medium/high-density zones.
- Aligns with SPIs and supports infill.
- Maintains lot area minimums to balance scale and form.

Appendix B – Draft Subdivision By-law (SB) Amendments

1. Phased Subdivision Approvals

Proposed Text: (new section)

Section 8.21 Phased Subdivision Approvals

- a) Subdivision approvals may be granted in phases where full build-out, including lots, roads, and infrastructure, is intended, based on the approved Tentative Plan of Subdivision.
- b) Where full road connectivity cannot be achieved within a phase, no temporary road termination shall:
 - i. serve more than 60 dwelling units, or
 - ii. exceed 150 metres in length.
- c) Notwithstanding Section 8.21(b), a temporary road termination may serve more than sixty (60) dwelling units or exceed one hundred and fifty (150) metres in length, provided that the developer supplies a secondary means of emergency access. Such access shall be in the form of either:
 - a public street; or
 - an all-weather emergency connection designed to accommodate fire apparatus, to the satisfaction of the Town Engineer.
 - i. Where such access is provided, no temporary road termination shall:
 - 1. Serve more than one hundred and twenty (120) dwelling units; or
 - 2. Exceed three hundred (300) metres in length.
 - ii. Developers shall post securities acceptable to the Town to ensure the construction of future road connections and services. These securities shall form part of the subdivision agreement.
 - iii. Where a roadway is approved to terminate temporarily as part of a phased subdivision, the Town may require the developer to provide financial securities, in a form and amount acceptable to the Town, to guarantee the completion of the permanent road connection in accordance with the approved tentative plan of subdivision.

- iv. Such securities shall remain in place until:
 - 1. the roadway is extended and fully constructed to Town standards in a subsequent phase; or
 - 2. alternative arrangements satisfactory to the Town are made to ensure permanent connectivity.
 - v. The amount of the securities shall be sufficient to cover the estimated cost of removing the temporary turnaround and completing the permanent road extension, as determined by the Town Engineer.
 - vi. Release of securities shall occur only upon written confirmation from the Town Engineer that the permanent road connection has been completed to the Town's satisfaction.
- d) Where a temporary turnaround is proposed, the future road corridor must be shown on the final subdivision plan and noted in the approval conditions.

Intent:

- Sets numeric thresholds for phasing (length and unit count) when full connectivity cannot be provided.
- Requires securities to protect the Town.
- Mandates clear identification of future connections on plans.

2. Temporary Turnarounds (Amended Section – General Provisions)

Proposed Text: (replaces current text)

Section 8.8 Temporary Turnarounds

- a) Temporary turnarounds shall be constructed to a standard acceptable to the Town Engineer and shall permit safe turnaround of emergency and service vehicles.
- b) Where a temporary turnaround serves more than 60 dwelling units (up to 120 units total) or exceeds 150 metres in length (up to 300 m total), the developer shall provide a secondary means of emergency access. Such access may be in the form of a public street or an all-weather emergency connection (definition below) designed to accommodate fire apparatus, to the satisfaction of the Town Engineer.
- c) Where an emergency access gate is required, a protocol for use shall be established by the Town in consultation with emergency service providers.

Permanent Cul-de-sac

- a) Permanent cul-de-sacs shall not exceed 100 metres (328 ft) in length, or 150 metres (492 ft) where a walkway is located at the end of the cul-de-sac that connects to another street, or 200 m (656 ft) where an all-weather emergency connection of 4.6 metres (15 feet) wide connects to a street or and shall serve no more than 60 dwelling units.
- b) Development on existing overextended roads exceeding these standards shall be capped by unit thresholds.

Intent:

- Ensures temporary turnarounds are built to engineering standards.
- Applies 100 m default; 150 m with walkway incentive; 200 m with emergency exit incentive to permanent cul-de-sacs.
- Caps new permanent cul-de-sacs at 60 units for safety and servicing efficiency.
- Provides clear rules for legacy overextended roads.
- Introduces new emergency access gate protocol requirement.

Addition to Municipal Road Specifications 2.15

All-Weather Emergency Connection means a secondary access route intended for use by fire, police, ambulance, and other emergency vehicles in the event the primary street access is obstructed. Such connections shall:

1. Be constructed of an all-weather surface (e.g., compacted gravel, asphalt millings, concrete, or pavement) capable of supporting the imposed loads of fire and service apparatus;
2. Have a minimum clear width of 6.0 metres (20 ft), exclusive of shoulders, and a vertical clearance of not less than 4.6 metres (15 ft);
3. Provide a continuous, unobstructed path from the subdivision to a public street or equivalent access point;
4. Be designed to accommodate turning radii of emergency vehicles;
5. Remain free of barriers such as fences, gates, or landscaping unless such barriers are approved breakaway, lockbox, or electronically controlled gates acceptable to the Town Engineer; and
6. Be maintained in a condition that ensures year-round accessibility, including during snow, ice, or other adverse weather conditions.

Title: Policy 100 - Council and Committees of Council

Meeting Date: September 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Policy 100 - Council and Committees of Council.

SUMMARY

There are presently up to seven (7) different policies in place that relate to the establishment or operation of council or committees of the Town of Kentville. Some of the policies contain provisions which are contrary to others.

Staff have reviewed the policies and are recommending that one new omnibus policy be brought forward to replace the six policies and that more detailed terms of reference be prepared for each board or committee.

Staff prepared a draft new policy and shared it with Council in July 2025. The policy has now been updated with one additional repeal reference being Policy G81 respecting Committees, Commissions, and Boards. Additionally, staff have also now prepared new draft terms of reference for various committees, including some recommended consolidations to make committee operations more efficient and streamlined for effectiveness going forward. The terms of reference will need to be approved in order to enact the new Council and Committees policy. As well, some committees will need time to transition into a new full structure and therefore some committees have transitional clauses that permit current members to remain on committees until the next scheduled appointment of members.

LEGISLATION

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

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

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

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
 - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and
 - (b) reimbursed for expenses incurred as a committee member.
- (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

BACKGROUND

Over the past number of years, various policies respecting meeting procedures, committee makeup, and processes for meetings and committees have been adopted. These changes are now believed to be cumbersome and confusing and there is an opportunity to clarify processes, committees, and appointments for council, staff, and the public to make understanding and implementation easier.

IMPACT ON STRATEGIC PRIORITIES

If Town of Kentville wishes to strengthen its community and organizations, it first must look inward and clarify and simplify its own operations and processes so it can better respond to community needs. One part of this is to work towards simple regulations and policies. A more effective and efficient local government needs to be a strategic priority of the town, which will allow more time to be focused on strategic priorities and less time on internal processes and numerous policies and their ensuing processes.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed changes, training and education will need to take place with each committee in the fall to explain the new policy, terms of references, and future processes to be followed. Additionally, council will need to establish a nominating committee to oversee and recommend all future committee appointments, while advertising for public members wishing to sit on committees to begin immediately.

POLICY IMPLICATIONS

Clear and effective policies allow for better decision making, saving time and resources, and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that the combining up to seven policies into one will allow the Town to simplify its processes and reduce time spend on policy processes, leaving more time to focus on priorities.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, staff will arrange to provide an education and update session at all committees and boards to share each new terms of reference and processes going forward, including future nomination procedures.

Staff will also prepare a master list of committees and appointment expiry dates to allow for advertising to begin immediately after Council in September for all boards and committees where applicable.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Policy 100 COUNCIL AND COMMITTEES OF COUNCIL

1. Policy Purpose

The purpose of this policy is to provide clear roles and responsibilities related to the appointment of persons to committees, internally and externally, and to provide specific directions for the actions of the work of committee members and staff.

2. Policy Goal

The goal of this policy is to provide clarity on the role of each member of the committee, their duties and responsibilities to participate fairly and without bias, to participate in good faith always with the best interest of the community at the forefront, and to be a positive and respectful participant at meetings and in the public.

3. Definitions

- a. "Council" means council of the Town of Kentville.
- b. "Elected Official" means a person elected to council under the *Municipal Elections Act* and who continues to so act and has not been removed by law.
- c. "Employee" means a person duly appointed by the Chief Administrative Officer to carry out a legal function of the Town, and is financially compensated, but does not include an elected official or officer of the municipality.
- d. "Member" means a person duly appointed by council and continues to meet the minimum requirements of the appointment and has not been removed from the committee.
- e. "Officer" means a person duly appointed to an arms-length role with the Town including a municipal solicitor, municipal auditor, or similar position.
- f. "Town" shall mean Town of Kentville.

4. Legislation

Section 23(2) of the *Municipal Government Act* states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 24 of the *Municipal Government Act* states that

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
 - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and
 - (b) reimbursed for expenses incurred as a committee member.
- (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

Section 23(2) of the *Municipal Government Act* states that the council may, by policy, require that where a council member is nominated or appointed by the council to a board, commission or other position or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member is entitled shall be paid to the municipality.

Section 44 of the *Police Act* states that

- (1) Every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.
- (2) Where a municipal police department is established pursuant to Section

36, the board consists of five or seven members.

(3) A five-member board appointed pursuant to subsection (2) consists of

(a) two members of council appointed by resolution of the council;

(b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and

(c) one member appointed by the Minister.

(4) A seven-member board appointed pursuant to subsection (1) consists of

(a) three members of council appointed by resolution of the council;

(b) three members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and

(c) one member appointed by the Minister.

(6) The chief officer and the chief administrative officer of the municipality must receive notice of the meetings of the board and are entitled to attend such meetings but not to vote.

(7) A member of a board may be dismissed by

(a) the Minister, if the Minister appointed the member; or

(b) resolution of municipal council, if the council appointed the member.

5. Appointments to Committees and Removal from Committees

a. All appointments to committees under the authority and legal jurisdiction of the Town shall be made by council, based on a recommendation from the nominating committee. Similarly, all persons recommended to be removed from committees, or removed from Chairperson or Vice Chairperson position, must be made based on a recommendation from the nominating committee and approved by council, including replacements thereof.

b. Elected Officials and Members appointed to Committees shall be eligible for appointment for up to two consecutive two year terms; after which they must have at least a two-year break before being eligible for re-appointment.

c. Elected Officials shall be required to rotate between committees every two years so that no Elected Official serves on the same committee for more than two consecutive years; after which they will be eligible for re-appointment after a minimum two-year break.

d. No employee shall be appointed as a voting member of any committee, but may attend as a staff resource person, subject to approval of the Chief Administrative Officer.

e. No officers of the town shall be appointed to any committee for which they are contracted or engaged to provide the same or similar services.

6. Appointment as Chairperson and Vice Chairperson

Nominating committee shall designate persons to be the Chairperson or Vice Chairperson of each committee, and in the absence of such appointments, the committee shall make such appointments at their first duly called meeting after such appointment or appointments take effect. Subject to the *Police Act*, the Municipal Board of Police Commissions for the Town shall select their chairperson, and if none is selected, then council shall make the appointment. No appointments as Chairperson or Vice Chairperson shall be for more than two years at a time.

7. Conflict of Interest

Pursuant to the *Municipal Conflict of Interest Act*, no elected official shall be appointed to any internal or external committee for which they know, or should have known, they the member would at all or most parts of the time during such committee meetings or work of the committee, be in a conflict of interest based on the criteria set out on the *Municipal Conflict of Interest Act*.

8. Advertisement for Committee Position Vacancies

All vacancies on committees that are authorized to be appointed by council, shall be advertised publicly for a minimum of two weeks in various methods, as determined by the Chief Administrative Officer, including positions where persons are interested and eligible for re-appointment.

9. Regular Meetings of Council and Council Advisory Committee

Notwithstanding the conditions set out in Meeting Postponements, each month, a regular meeting of council advisory committee shall take place on the second Monday beginning at 4:00 p.m., and a regular council meeting shall take place on the fourth Monday of each month, at 4:00 p.m., excepting the council meeting in December which shall be held on the third Monday. Should any of these meetings fall on an observed holiday, or because of a deemed emergency by the mayor, then the meeting shall be held on the following day, or next appropriate day to do so as authorized by the mayor.

10. Meeting Postponements

No regular meetings of council shall take during the month of August in each year, but special meetings may be called according to legislation.

11. Remuneration

- a. Elected officials appointed to committees shall not receive any additional remuneration but are entitled to claim meeting expenses according to the Town's policy for such.
- b. Members appointed to committees shall receive remuneration of \$300 per year as an honorarium plus eligible meeting and training expenses subject to approval of the Chief Administrative Officer, with the honorarium paid in December of each year. Members appointed during a year shall receive the prorated portion of the honorarium for that particular year.

12. Rules of Order

Council shall at all times follow Robert's Rules of Order, 12th Edition, for the conduct of its meetings, including committee meetings.

13. Code of Conduct

All elected officials and members of committees shall be subject to the Town's Code of Conduct Policy in effect at that time.

14. Repeal

- a. Policy G1A, Police Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- b. Policy G1B, Kentville Water Commission Board Members Policy Statement, approved on the 17th day of January 2017, is hereby repealed.
- c. Policy G6, Non Council Honorariums, approved on the 17th day of January 2017, is hereby repealed.
- d. Policy G45, Cancellation of Regular Council and Council Advisory Committee Meetings, approved on the 17th day of January 2017, is hereby repealed.
- e. Policy G57, Committees of Council, approved on the 30th day of September, 2019, and the 27th day of January 2020, is hereby repealed.
- f. Policy G70, Council Meetings Policy including Annexes A, B, C, and D, approved on the 24th day of June 2019, is hereby repealed.
- g. Policy G81, Committees, Commissions, and Boards, approved on the 28th day of April, 2025, is hereby repealed.

Seven Day Notice of Policy: July 14, 2025

Council Approval:

In Effect:

This is to certify that Policy 100, Council and Committees of Council was approved by town council on the th day of , 2025

Mayor

Clerk



TOWN OF KENTVILLE POLICY STATEMENT G1A POLICE COMMISSION BOARD MEMBERS

1.0 PURPOSE

2.0 DEFINITIONS

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

3.0 SCOPE

The Kentville Board of Police Commissioners, under the Nova Scotia Police Act, is given the responsibility to fill vacancies on the Police Board (with a determined ratio of citizen to Council members), and further, must hold an election for a Chairperson and Vice Chairperson of that Board.

4.0 PROCEDURES

The Kentville Board of Police Commissioners, through a motion of Town Council, is given the authority to recruit and select its own citizen members to fill vacancies on that Board, with the appointment of those citizen members to be ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: April 26, 2010
January 2017, Reformatted


CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G1B KENTVILLE WATER COMMISSION BOARD MEMBERS

1.0 PURPOSE

2.0 DEFINITIONS

Section 23 of the Municipal Government Act gives Council the authority to make policies, and Section 24 (3) of the Municipal Government Act gives Council the authority to appoint persons who are not members of Council.

3.0 SCOPE

The Kentville Water Commission takes its direction from the Water Utilities Act, with its regulation and adjudication overseen by the Nova Scotia Utility and Review Board.

4.0 PROCEDURES

The Water Commission consists of the Mayor as Chairman, 2 appointed councilors, a representative from the County of Kings, a representative from the Kentville Volunteer Fire Department and a citizen appointee. Members, through a motion of Town Council, are given the authority to recruit and select citizen members to fill vacancies on the Board, with the appointment of these citizens to be formally ratified by Town Council.

Town Council further reserves the right to either approve the proposed appointments or to make changes.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: September 30, 2013
January 2017, Reformatted

CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G6 NON COUNCIL HONORARIUMS

1.0 PURPOSE

To provide a procedure for calculating annual honoraria and expenses for non-council members appointed to town committees, boards, and commissions, as well as appointments to outside agencies and authorities on behalf of the town.

2.0 DEFINITIONS

As of April 1st, 1999, the legislation contained in the Municipal Government Act provides citizen appointees to be paid annual honorarium with no meeting pay.

3.0 SCOPE

4.0 PROCEDURES

Annual honorariums for non-council members should be based on the previous year's record of meetings, and in accordance with any current policy or by-law.

Where some committees, boards, commissions, and outside agencies and authorities, meet more often than others, the honorarium established should be different, depending on the frequency of meetings.

Since ad hoc committees are usually established to deal with an issue for a specific period of time, no annual honorarium will be paid to members of ad hoc committees. However, expenses will be paid in accordance with the town's expense policy.

Annual honoraria will be reviewed prior to April 1st of each year.

Annual honoraria will be paid twice a year, with the first payment made on or about October 1st and the final payment on or about March 31st. The final payment will allow for any deductions for unexcused meetings, as outlined in the Meeting Attendance Policy.

5.0 ASSOCIATED DOCUMENTS

Schedule A: Non Council Honorariums

6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999
Note: Legislative Honorarium Policy (1985) is repealed.
January 2017. Reformatted.

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

CAO Mark Phillips

SCHEDULE A: NON COUNCIL HONORARIUMS

Monthly Meetings	\$400 per year
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Bi – Monthly Meetings	\$200 per year
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Quarterly Meetings	\$200 per year
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Non Council expenses for accommodations, meals and travel will be consistent with Town of Kentville Policy G4 – Travel, Meals and Miscellaneous Expenses.



TOWN OF KENTVILLE POLICY STATEMENT G45 CANCELLATION OF REGULAR COUNCIL AND COUNCIL ADVISORY COMMITTEE MEETINGS

1.0 PURPOSE

The purpose of this policy is to provide an opportunity for members of Kentville Town Council and the Administrative staff to enjoy a summer and Christmas break.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

It shall be the policy of the Town of Kentville that the regular meeting of Council during the month of December, and the regular meetings of Council Advisory Committee and Town Council during the month of August, shall be cancelled, unless Council business otherwise requires that these meetings be held.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created:	November 30, 2009
Revisions:	June 29, 2011
	January 2017. Reformatted.

CAO Mark Phillips



TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL

1.0 PURPOSE

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

2.0 DEFINITIONS

- 2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

3.0 SCOPE

- 3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:
- 3.1.1 defining the key areas of responsibility and the duties of each committee;
 - 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
 - 3.1.3 other terms of reference as required.
- 3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

4.0 PROCEDURES

- 4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.
- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.
- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

4.8.3 Regularly review and revise Council priorities.

4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.

4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.

4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.

4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.

4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the administrator.

4.8.9 Administration and Meetings

4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:

(a) Acquisition, sale, lease and security of municipal property;

- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council.

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

4.10.2.2 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

4.10.2.3 Subsequent to the conduct of the CAO appraisal, the CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4

4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the CAO Evaluation Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

4.11 Council hereby establishes the **Kentville Inclusion and Access Advisory Committee**, as a standing Committee of Council.

4.11.1 The Kentville Inclusion and Access Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

- 4.11.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be elected and appointed annually by the committee. In addition to these committee members, a staff Recording Secretary may be appointed as a non-voting member of the committee.
- 4.11.3 Term: The committee will advise Council in the implementation, evaluation and revision of its Accessibility Plan. Membership will be for a two-year term. The advisory committee meets six times per year or more as needed.
- 4.12 Council hereby establishes the **Kentville Heritage Committee**, as a standing Committee of Council.
 - 4.12.1 The Heritage Committee has a mandate to create and administer a Town Heritage Bylaw.
 - 4.12.2 Membership: The committee will consist of five (5) voting members. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee.
 - 4.12.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.
 - 4.12.4 During the development of the bylaw, the committee shall meet at least 6 times annually. After the bylaw is created the committee shall meet at least 4 times annually to ensure the bylaw is being implemented effectively.
- 4.13 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:
 - 4.13.1.1 be determined as issues dictate;

- 4.13.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.13.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.13.1.4 report and submit recommendations to Council Advisory Committee.

4.14 Commissions and Exceptions

4.14.1 Kentville Water Commission

- 4.14.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
 - 4.14.1.1.1 Approval of the Capital budget;
 - 4.14.1.1.2 Approval of the Operational budget;
 - 4.14.1.1.3 Review and promulgation of the Annual Report; and
 - 4.14.1.1.4 Review of Water Commission Operations with provincial regulations.
- 4.14.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

4.14.2 Kentville Source Water Protection Advisory Group

- 4.14.2.1 The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.
- 4.14.2.2 Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

4.14.3 Investment Advisory Committee

- 4.14.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.14.3.2 Membership: The Investment Committee consists of two (2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

- 4.14.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.14.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A – Non-Council Honorariums
- 5.2 Policy G16 Code of Conduct
- 5.3 Policy G70 Meeting Policy
- 5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy
- 5.5 Policy G4 Travel Meals and Miscellaneous Expenses

6.0 POLICY REVISION HISTORY

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019

Chief Administrative Officer, Dan Troke

SCHEDULE A – NON-COUNCIL HONORARIUMS

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 “Travel, Meals and Miscellaneous Expenses”.



TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY

1.0 PURPOSE

The purpose of this policy is to provide direction to municipal staff and council members on conducting council and council committee meetings. Meetings of other municipal bodies, such as boards, commissions, or committees whose membership includes persons other than members of council are not directly referenced by this policy.

2.0 DEFINITIONS

3.0 SCOPE

3.1 This policy applies to all of the Town of Kentville meetings. The procedures used to conduct council business are drawn from three sources:

- 3.1.1 provincial statutes specifically the Municipal Government Act (MGA);
- 3.1.2 parliamentary procedures which are commonly accepted rules for conducting meetings; and
- 3.1.3 procedural policies and bylaws enacted by the council.

3.2 This policy draws on the information contained in the MGA as it pertains to legal requirements that the council must fulfill in conducting its council and council committee meetings to include:

- 3.2.1 The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
- 3.2.2 As well, guidelines for preparing agendas, minutes and procedural bylaws are explained.
- 3.2.3 The appendices include resources such as sample agendas, minutes, and motion forms.

4.0 PROCEDURES

4.1 Responsibilities: Every Council member is responsible:

- 4.1.1 to consider the well-being and interests of the town of Kentville;
- 4.1.2 to contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities;
- 4.1.3 to participate in Council meetings, CAC meetings, committee meetings and meetings of other bodies to which the member is appointed; and
- 4.1.4 to carry out other duties assigned by the Council.

4.2 Duty to Respect Confidentiality: A Council member or former Council member must, unless specifically authorized otherwise by Council:

- 4.2.1 keep in confidence any record held in confidence by the Town of Kentville, until the record is released to the public as lawfully authorized or required; and
- 4.2.2 keep in confidence information considered in any part of a closed Council, CAC or committee meeting, until the Council, or committee discusses the information at a meeting that is open to the public or releases the information to the public.

4.3 Parliamentary Procedures: The Town of Kentville Council adopts the Robert's Rules of Order for conducting meetings.

4.4 Chair or Presiding Officer: The mayor of the Town of Kentville shall preside at all Town of Kentville council meetings. During the temporary absence of the mayor, the deputy mayor shall preside and, if neither is present, the council may appoint a person to preside from among the council members present. The Chair is responsible for:

- 4.4.1 providing leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Town;
- 4.4.2 communicating information to the Council;
- 4.4.3 providing, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- 4.4.4 reflecting the will of Council and to carry out other duties on behalf of the Council;

- 4.4.5 preserving order at meetings;
- 4.4.6 enforcing any rules of procedure council have adopted;
- 4.4.7 deciding all questions of order;
- 4.4.8 stating and putting to vote all motions; and
- 4.4.9 expelling and excluding any person, including a council member, who is disrupting the proceedings of the council.

4.5 Deputy Mayor: The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.

4.6 Meeting Attendance: The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of council and assigned committees.

- 4.6.1 When the mayor, deputy mayor, or councillor who, without leave of the council, is absent from three (3) consecutive regular meetings of the council, the councillor shall thereby vacate the office, and the office shall be declared vacant by the council. Municipal Elections Act 18(6)
- 4.6.2 When the mayor, deputy mayor, councillor or citizen appointee misses more than three (3) council or committee meetings in a year, (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. MGA Part 1 Section 23(1)d.(v).
- 4.6.3 Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions on a monthly basis.

4.7 Regrets: When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the council or committee meeting chair in a timely manner and acknowledgement of receipt of absence notice. The member may carbon copy the CAO on matters of council or the Deputy Chair of a committee. Failure to follow procedure may result in the member being absent without leave and subject to further action.

- 4.8 Meeting Conduct: All council meetings and meetings of committees appointed by council are open to the public. In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting. Notice of regular council meetings is not required.
- 4.9 The council may meet without notice if the mayor determines that there is an emergency. The clerk shall call a meeting of the council when required to do so by the mayor giving at least two days public notice of the meeting.
- 4.10 A meeting of the council is not an illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy or a notice of meeting.
- 4.11 The Town of Kentville meetings are live-streamed using Facebook (FB) Live Streaming facility. There is no option for audience participation in the meeting, but audience may leave FB messages. Citizens do not require a FB account to watch the meetings. The recorded video is available on the Town of Kentville website.
- 4.12 The Town of Kentville meetings may be conducted by electronic means such as telephone or internet conferencing. The following conditions must be met:
- 4.12.1 provide notice to the public of the meeting including how the meeting will be conducted;
 - 4.12.2 the facilities must enable the public to hear all meeting participants at the place specified in the notice and the administrator must be present at that place; and
 - 4.12.3 the facilities must permit all participants to communicate adequately with each other during the meeting.
- 4.13 A member of council may participate by electronic means to a regular meeting of council, or if the meeting is not a regular meeting of Council and notice is given to the public of a meeting, if:
- 4.13.1 The member has made a request to Council based on planned unavailability;
 - 4.13.2 The member of council is out of Town due to work or family commitments;
 - 4.13.3 There is inclement weather and business cannot be postponed;

4.13.4 The member is not on extended vacation or unexcused leave of absence; and

4.13.5 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

4.13.5.1 a technology problem prevents participation; and

4.13.5.2 communication is lost and cannot be reconnected.

4.14 Closed Meetings: All council meetings and meetings of committees appointed by council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matters relating to:

4.14.1 acquisition, sale, lease and security of municipal property;

4.14.2 setting a minimum price to be accepted by the municipality at a tax sale;

4.14.3 personnel matters;

4.14.4 labour relations;

4.14.5 contract negotiations;

4.14.6 litigation or potential litigation;

4.14.7 legal advice eligible for solicitor-client privilege; and

4.14.8 public security.

4.15 The MGA restricts the ability of council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.

4.16 A councillor of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.

4.17 Meeting Schedule: Normally the Town of Kentville council will adopt an annual meeting calendar at the November Council Meeting. The calendar will be posted on-line at the Town website. Meetings will be advertised via social media, local newspaper and other media available to the Town Communication Team.

- 4.17.1 The Town of Kentville council normally conducts the Council Advisory Committee (CAC) Meeting on the second Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the second Tuesday.
- 4.17.2 The Town of Kentville council normally conducts the Council Meeting on the last Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the last Tuesday.
- 4.17.3 The Town of Kentville council does not hold meetings during the month of August, to permit a summer break. The Council Meeting in December is cancelled in observance of the Christmas Holiday.
- 4.18 Voting: all questions arising at a council meeting shall be decided by a majority of votes. Robert's Rules of Order Section 38.
 - 4.18.1 The administrative matter votes may be called through either a show of hands or by indicating "yea" or "nay", or by ballot system.
 - 4.18.2 The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
 - 4.18.2.1 to sell or lease property referred at less than market value.
 - 4.18.2.2 to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
 - 4.18.2.2.1 first holds a public hearing respecting the withdrawal; and
 - 4.18.2.2.2 advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
 - 4.18.3 A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots, the members write their vote. The votes are collected, and counted, blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.

- 4.18.4 A member of the council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
- 4.18.5 In the event of a tie in a vote on a question, the question is determined in the negative.
- 4.18.6 The Recording Secretary records, the individual vote of each participant which is listed in the meeting minutes.
- 4.18.7 The Chair shall vote on all matters before council.
- 4.19 Quorum: The majority of the maximum number (seven (7)) of persons that may be elected to the council is a quorum for every meeting of the council. The Quorum for the Town of Kentville Council is four (4).
 - 4.19.1 Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
 - 4.19.2 The Town of Kentville council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.
 - 4.19.3 If the number of council members is reduced below three, due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- 4.20 Conflict of Interest: A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
 - 4.20.1 Pecuniary (monetary) Interest – direct financial benefit as the result of a decision of council;
 - 4.20.2 Indirect pecuniary interest - an organization that a member of council invests in, works for, governs or is otherwise involved in benefits financially from a decision of council;
 - 4.20.3 Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
 - 4.20.4 Intent to obtain interest - making a decision which will benefit a member of council in the future.

4.21 At the beginning of every meeting, the chair shall query the members of council, "Are there any Conflict of Interest Issues we should be aware of before the meeting commences?" Members of Council should:

4.21.1 Disclose the interest immediately;

4.21.2 Withdraw from the meeting:

4.21.2.1 Public meeting: leave the table; and

4.21.2.2 Private meeting: leave the room.

4.21.3 Do not participate in consideration, debate and do not vote;

4.21.4 Do not try to influence the decision in any way; and

4.21.5 If the member of council is not present at a meeting, but has an interest in a topic discussed, it must disclosed it at the next meeting.

4.22 Agendas: The meeting's agenda is a list of items for consideration done during the meeting. The agenda contributes to effective meetings as members consider matters in an orderly and expedient manner. The agenda shall be provided to all members of council five (5) days prior to the scheduled meeting. The draft agenda shall be posted to the Town of Kentville website with the meeting package by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided at Annex A - Meeting Agenda.

4.23 Committee Recommendations: As required, recommendations from council Standing Committee, shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form from Council Report Policy. The Chair (if a councillor) shall make the presentation to CAC under new business. If the committee chair is not a member of council the representative council member shall make the presentation. The report shall include the committee name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.24 Councillor Recommendations: As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form as per the Council Report Policy.

- 4.25 Information to Council: There are times when the RFD form is not appropriate to relay information to council, in which case the councillor should use the Annex D memorandum form, with their details and signature. The memo should outline all the necessary information for council and should be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.
- 4.26 Meeting Minutes: Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. The recording of minutes is the duty of the administrator. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided at Annex B - Meeting Minutes.
- 4.27 In-Camera meeting minutes: Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.
- 4.28 Public Presentations: The public shall be provided with an opportunity to ask questions, make requests, and/or present information to Council for consideration. To promote the opportunity for such public presentations:
- 4.28.1 Any persons wishing to make a presentation at a meeting of Council or CAC, shall request to be included on the meeting agenda through the Executive Assistant;
 - 4.28.1.1 All presenter shall provide all electronic presentations and written documentation relating to the issue to the Executive Assistant, five (5) days prior to the meeting; and
 - 4.28.1.2 The presenter shall be allocated 10 minutes for the presentation, followed by questions and discussion from Council.
 - 4.28.2 Council shall allow a 10 minute comment period prior to the adjournment of the Council meeting, for citizen input.
 - 4.28.3 Council has the right to restrict the number of presentations at each meeting, to ensure regular business may be conducted;

4.28.4 Council has the right to restrict the number of presentations on a particular issue, although it may waive this right if new information is being proposed; and

4.28.5 Council has the right to refuse a presentation, should the subject of the presentation be outside the purview of municipal government.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Municipal Government Act
- 5.2 Robert's Rules of Order
- 5.3 Municipal Elections Act
- 5.4 Municipal Conflict of Interest Act
- 5.5 Policy Statement G69 Council Report
- 5.6 Policy Statement G57 Committees of Council
- 5.7 Appendix A - Meeting Agenda
- 5.8 Appendix B – Meeting Minutes
- 5.9 Appendix C – Motions
- 5.10 Appendix D – Memorandum

6.0 POLICY REVISION HISTORY

Date Created: July 30, 2018
Revisions: February 25, 2019
June 24, 2019



Chief Administrative Officer, Mark Phillips

COUNCIL ADVISORY COMMITTEE

Month Xth, 2018

AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

(a)

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

- (1) Director's Report**
- (2) 2016/17 Budget Projections**

(b) Planning and Development

- (1) Director's Report**
- (2) Community Economic Development Coordinator's Report**

(c) Parks and Recreation

- (1) Director's Report**

(d) Police

- (1) Chief's Report**

(e) Engineering and Public Works

- (1) Director's Report**
- (2) Sanitary Sewer Budgets**

(f) Administration

- (1) Communications Report**
- (2) Chief Administrative Officer's Report**

5. PRESENTATIONS

(a)

(b)

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a)

7. CORRESPONDENCE

(a)

(b)

(c)

8. NEW BUSINESS

(a)

(b)

9. PUBLIC COMMENTS

10. IN-CAMERA

11. ADJOURNMENT

DRAFT

KENTVILLE TOWN COUNCIL

April 30th, 2018

AGENDA

7:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

(a) Dashboard and Action Items

3. PRESENTATION

(a)

4. APPROVAL OF THE MINUTES

(a)

5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS

(a)

(b)

6. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee – **Councillor ____**

(1)

(2)

(b) Councillor's Reports

(1) Councillor Andrew

a. Kings Transit Authority

(2) Councillor Savage

a. Investment (Perpetual Fund)

b. Kings Regional Sewer Committee

c. Coalition of Canadian Municipalities Against Racism & Discrimination

(3) Councillor Bolland

a. ECO Kings Action Team

b. Valley Waste Resource Management Authority

(4) Councillor Maxwell

a. Annapolis Valley Trails Coalition

(5) Deputy Mayor Pulsifer

a. Annapolis Valley Regional Library

b. Kings Point-to-Point

- c. Friends of the Library
- (6) Councillor Gerrard
 - a. KCA/PTA
 - b. Board of Police Commissioners
 - c. Joint Fire Services Committee

- (c) Mayor's Report
 - (1)

7. CORRESPONDENCE

- (a)

8. NEW BUSINESS

- (a)

9. PUBLIC COMMENTS

10. IN CAMERA

11. ADJOURNMENT

TOWN OF KENTVILLE POLICY STATEMENT G70

COUNCIL MEETINGS POLICY

ANNEX B – Meeting Minutes

1. **Meeting Minutes:** Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions.
2. The minutes of all meetings should:
 - a. focus on the key points and decisions, not on every word spoken, unless verbatim minutes are required for legal reasons;
 - b. focus on the business at hand and exclude any extracurricular exchange of information or hearsay;
 - c. focus on the group as a whole, not on individual opinions. Comments should not be attributed to any individual;
 - d. be objective and free of offensive or inappropriate language, subjective interpretations of mood or the tone in which comments were made;
 - e. be written in past tense as this is an historical record;
 - f. be consistent throughout all departments, sharing the same general look and style, and complying with content and format standards;
 - g. reflect the professionalism of the Town, by being free of typographical, grammatical or technical errors;
 - h. be readable - clearly laid out, visually appealing and easy to read, with concise, point-form summaries, when applicable;
 - i. flow logically (relate to the approved agenda) even if the meeting itself had been fragmented and confusing;
3. The minutes of each Town meeting must contain:
 - a. a header on each page with the meeting name, date, and status of the minutes (i.e. draft or approved);
 - b. a footer on each page with the page number and other notations, as applicable;
 - c. in addition to new business, the name of the meeting and of those members present (include late arrival or early departure times), the date and time of the meeting, the presiding chairperson, any changes to the agenda, any changes to the previous minutes, public comments and the time of adjournment;
 - d. the name of the recording secretary, and if different, also the name of the transcribing secretary;
 - e. a supplementary list of names of those members present in the audience (if required);
 - f. a brief introduction (where applicable) to each agenda item, to provide background information and/or to outline the key points;

- g. (where applicable) Points from Discussion, to support the full scope of debate and to capture the thought process that led to decisions. (Varying points should be included, with repetition avoided);
 - h. declarations noting any conflict of interest of any participant, along with the time that member left and later returned to the meeting. (To indicate no discussion nor vote on the issue in conflict);
 - i. any direction given or action to be taken;
 - j. motions, resolutions and decisions with unanimous consent, as per the following standards;
 - k. the motions are written clearly, highlight them by using features (font), and include enough content to allow them to “stand alone” from the minutes; and
 - l. the following information for nominations and elections - names of nominees, method of vote (i.e. secret ballot, show of hands, etc.), results of the count, and a declaration of the elected individual. (A motion to destroy the ballots would be in order if voting took place by secret ballot.
4. **Recording Decisions:** The minutes contain all resolutions of the council showing decisions made at a meeting, not recording individual opinions. Minutes should not include detailed discussions, such as who said what. Minutes reflect the attendance of a delegation, indicating the name of the representative, applicable organization, and a short description of the public issue the delegation brought forward.
5. Resolutions, including those processing and adopting bylaws, reflect the decisions made by Council. Council considers all matters by way of motion, and council decides all matters by voting. A majority of the votes decides each question; however, legislation requires unanimous approval to certain items such as consent to provide three readings to a bylaw at a single meeting. Procedure bylaws may increase the requirements to more than a majority. The following additional information is provided:
- a. meeting participants should prepare and distribute lengthy or complex motions in advance. (for correct wording and to allow for prepared discussion and possible amendments);
 - b. formal resolutions should be clearly written, with the “resolved clause” having enough content to “stand alone,” without the inclusion of all the “whereas clauses”. Ensure the motion is worded correctly and is not a negative motion;
 - c. ask the chairperson to restate the motion if it is ambiguous;
 - d. record substantive (contentious) amendments separately, it is not necessary to record housekeeping or friendly (non-controversial) amendments separately, as the final wording of the motion is all that is necessary. Record both the fate of the amendment and the main motion;
 - e. record the fate of motions (i.e. approved, amended, defeated, tabled, etc.);
 - f. record individual votes in the minutes, when requested. (Authority - Policy G7-Recorded Votes).
6. **Recording Names:** Legislation requires the administrator to record the names of council and council committee members present at the meeting. Aside from the legislative requirement, recording the names of members present proves the existence of a quorum. Another reason is for purpose of calculating the remuneration of council members if meeting attendance is the basis of council's remuneration. Identifying members not in attendance confirms the absence of

their name was not an oversight. Using members' full names rather than the surname only, at least for purposes of attendance, clearly identifies participants for historical purposes.

7. **Approving of Minutes:** The administrator shall ensure council approves previous minutes at the next regular council meeting. Approval of the Minutes relates to the accuracy of their content, not the approval of the decisions previously made.

8. **Correcting the Minutes:** Revise the draft minutes, as many times as necessary until satisfied they are error free. Make no further revisions to the minutes after presenting them to council for approval. The motion to approve the minutes where there are no errors or omissions is: "Moved by Councillor ____ that the minutes of the regular/special meeting held on (date) be approved." Despite best efforts, council may discover errors or omissions during the approval process. Council authorizes corrections to the minutes by way of motion. For example: "Moved by Councillor ____ that the minutes of the previous meeting be corrected as follows: ..."

9. Correct minor errors by striking out the error, writing in the correction and having the presiding officer and administrator initial the change. If the municipality retains electronic copies of the minutes, consider distinctively noting the amendments – use strikeout font to delete text, different colour to add new text, or use the comment feature to detail the changes. If a substantial change to the minutes is required, note the revision in an appendix to the corrected minutes. Reference the appended correction at the point of inaccuracy, in writing, initialed by the administrator and the presiding officer. After noting corrections to the minutes, council approves the minutes by way of motion, such as: "Moved by Councillor ____ that the minutes of the (type of) meeting held (date) be approved as corrected."

10. **Retention and Storage of Minutes:** In accordance with Part 2 – Administration, Section 34(2) of the Municipal Government Act, minutes (and supporting documentation) of all Town meetings must be archived indefinitely and carefully preserved in a secure and safe environment (i.e. Town vault) as follows:

- a. Printed copies of the agenda, minutes and supporting documents for the meeting, must be stored in the Town's vault, in a binder specifically for that purpose and filed chronologically, following approval of the minutes;
- b. Electronic copies of the agenda, minutes and supporting documents for the meeting must also be coded with logical code names and saved in appropriate folders on the network drive;
- c. Electronic copies of the agenda and minutes are posted on the Town's webpage; and
- d. The audio recording of the meeting must be coded and archived in an electronic file. Audio records of council meetings must be kept for 2 years, while records of all other meetings may be deleted after 6 months, following approval of the minutes.

11. **Closed Meeting Minutes:** Minutes must be kept of all council meetings, including closed meetings held. There are no generally adopted procedures for recording closed meeting minutes. Town of Kentville closed meeting minutes will follow the same standards as minutes of regular meetings of council. It is important to note that minutes of in camera meetings have evidentiary value and should never be destroyed.

12. **Public Disclosure:** The Town of Kentville is also required to produce a public record which states: council met in a closed meeting, the reason for the meeting, the date the meeting

was held and no other information. The creation of the public record does not excuse the municipality from producing minutes of in camera meetings.

13. **Disclosure of Closed Meeting Minutes:** Minutes from a closed meeting are protected from disclosure for ten years at which point the minutes become public. Background information, such as staff reports, become public:

- a. after a decision has been implemented; or
- b. if five years have passed since the decision has been made or considered (unless this information is protected from disclosure under Part XX of the MGA).

TOWN OF KENTVILLE POLICY STATEMENT G70

COUNCIL MEETINGS POLICY

ANNEX C – Motions

General Procedures for Motions

1. The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue; a resolution is a motion that Council has voted on. Council may use a formal or informal process in their meetings.
2. In a formal setting, a motion introduces an item of business. Town of Kentville Council meetings procedures require seconders for motions. If a motion is lengthy it should be submitted in a written format. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point. It is customary for each member, other than the mover, to speak only once to each motion. Members vote on the motion following full discussion of the matter. This process leads to amendments to main motions and sometimes amendments to amendments.
3. The informal process permits discussion in advance of introducing the motion. The presiding officer states the issue, which members of council debate until they develop a consensus or a majority view emerges. A member proposes a motion addressing the matter. Members vote on the motion before proceeding to the next item of business.

Proposing a Motion

4. The Town of Kentville Council procedures require a seconder to bring a motion before council. The presiding officer is entitled to propose a motion without relinquishing the chair. If no member seconds the motion, the motion fails. Council will not vote on the question. The minutes contain the motion with the notation it was lost for want of a seconder.

Negative Motions

5. Common thought prohibits the use of “negative motions” or motions to take no action. The presiding officer shall ask for rephrasing a negative motion to make it read in a positive manner.

Types of Motions

6. The types of motions which may be encountered during a typical council or committee meeting may be sorted into four classifications:
 - a. Main motion – reflects the initial proposed decision or action;
 - b. Subsidiary motion – facilitates or modifies the main motion;
 - c. Incidental motion – a motion not related to the main motion; and
 - d. Privileged motion – a motion which takes immediate priority.

Main Motion

7. A main motion is a proposed course of action to be taken by council or a committee. The first motion proposed regarding a matter is the main motion. Members debate the motion, and may amend the motion during the discussion. There are a limited number of instances where unanimous consent is required to adopt a main motion. Examples of main motions include:

- a. “that the minutes of the meeting held [date] be approved as circulated”; or
- b. “that Council agrees to provide a grant in the amount of [amount] to [organization].”

8. Main motions may be subdivided into Incidental Main Motions, or motions which relate to previous or future business or actions. Incidental main motions are treated as main motions, even though they may appear otherwise. Common examples of incidental main motions include:

- a. accepting or adopting a report;
- b. adjourning at a future specified time; or
- c. rescinding a previous decision.

Motion to Reconsider

9. A motion to reconsider is a main motion enabling council to revisit a resolution previously decided. Most rules indicate this motion typically may arise during the current meeting and further, the mover is limited to someone who previously voted with the majority. Council cannot entertain a motion to reconsider if the municipality has already acted on the original resolution.

10. The effect of passing a motion to reconsider is to resume debate on the original motion as though council had not disposed of it. The presiding officer reintroduces the resolution referred to and the council resumes debate on the motion. Potential outcomes from this debate are rescinding the original motion, amending it, or leaving it unchanged.

11. The motion to reconsider is debatable only if the original resolution was debatable.

Motion to Adjourn

12. The meeting ends by passing a motion to adjourn, which may be either a main motion or a privileged motion depending on circumstances. If council concludes all business included on the agenda, the motion to adjourn is a main motion. On the other hand, the majority of council wants to terminate debate on a particular matter, the motion to adjourn holds privileged status as it interrupts the debate on that issue, but not while someone is speaking. Include the date, time, and location of the next meeting in this resolution unless a regular schedule or an earlier resolution addresses those items.

Subsidiary Motion

13. Subsidiary motions are a means to appropriately dispose of a main motion. Subsidiary motions enable the original motion to be amended or clarified, postponed, or referred to a committee or other party for further consideration. Subsidiary motions take priority over main motions, and must be dealt with before the main motion is decided. Roberts Rules of Order recognizes seven subsidiary motions. In order of precedence, the first having the highest rank, these are:

- a. **Lay on the Table:** This motion, if passed, results in the suspension of considering the main motion and any unresolved subsidiary motions to allow the meeting to consider other, more urgent business. It is not in order to table until some specified date or time. In that case, use a motion to postpone. This motion is not debatable.
- b. **The Previous Question:** This motion, if passed, closes debate and disallows any further amendments to the main motion and any pending subsidiary motions. If passed, members subsequently vote on the subsidiary motions, and then the main motion. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- c. **Limit or Extend Limits of Debate:** This motion, if passed, alters the municipality's rules or practices regarding the amount of time the meeting will permit to debate a particular item. If a municipality has a procedural bylaw limiting debate on an individual matter, members may move a motion to extend the limits of debate if they feel the matter has not been thoroughly discussed. Alternatively, in situations where municipalities do not have rules addressing this item, and members feel there has been enough discussion enabling members to make an informed choice, a member may move to limit further debate on the matter. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- d. **Postpone to a Certain Time:** The motion to postpone to a certain time delays consideration of the main motion and any pending subsidiary motions. The motion to postpone indicates if the matter is being postponed to later in the current meeting or to a specific date or event, such as the acquisition of additional information. If there is no intent to actually revisit the item, voting on the question and defeating it provides more clarity.
- e. **Commit or Refer:** The motion to commit or refer a matter results in delegating the main motion and any pending subsidiary motions to a committee for further research and consideration. The motion to commit or refer typically identifies which committee is responsible to further consider the matter and it may include a time by which the committee reports back to council. The meeting may set out the committee's mandate, which may be limited to developing options and recommendations, or the committee may be provided authority to take action. The committee may be a standing committee, or the meeting may create a special or ad hoc committee for this purpose. A standing committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis. Budget and finance committees generally are standing committees. An ad hoc or special committee is a committee formed for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective. Most committees, other than the standing committees, are ad hoc type or special committees

- f. **Amend:** The intent of a motion to amend is to alter or clarify the main motion; however the amendment cannot alter the intent of the original motion. For example, a main motion proposing the purchase of wooden benches for a facility may be altered by clarifying they are to be oak benches. An amendment to install new flooring in the facility rather than purchase benches would conflict with the main motion. A motion may be amended at any time before members vote on it. A motion to amend can also be amended and therefore, there may be a maximum of three questions before the meeting at one time:
 - i. the main motion,
 - ii. an amendment to the main motion, and
 - iii. an amendment to the amendment.
 - g. Amendments may:
 - i. strike or remove parts of the main motion or resolution
 - ii. add information to the main motion or resolution; or
 - iii. delete and replace text or numbers.
 - h. A motion to amend may also be a main motion. This situation arises if the objective is to amend a resolution, whether that motion was previously decided at the current meeting, or at a previous meeting.
14. **Postpone Indefinitely:** The intent of a motion to postpone indefinitely is not to postpone, but to reject the main motion without risking a direct vote on the matter. This strategy may be employed by opponents to the motion who are unsure if there is sufficient support to defeat the motion.

Incidental Motions

15. Incidental motions are motions or questions developing out of a main motion. These questions impact the main motion, and therefore they take priority and must be dealt with before voting on the main motion. Typical incidental motions may involve the following, in no order of priority:
- a. questions of order or appeal;
 - b. suspension of the rules;
 - c. objections to considering the main motion; or
 - d. division of the question.

Questions of Order or Appeal

16. Occasionally, a person, a motion, or a remark is out of order and does not follow acceptable practices or rules of procedure. The presiding officer, or another member, may direct the meeting's attention to the infraction. The presiding officer is responsible to return the meeting to the correct course.
17. In some situations, the presiding officer may have doubts as to the ruling, and before deciding on the matter, they may request advice from a person with more expertise, usually the solicitor. If the presiding officer still has doubts, they may submit the question to the meeting. The statement and question might be structured as follows:

“Councillor Bravo has raised a point of order that the amendment currently before the meeting is not relevant to the motion. I am in doubt, and the question is put to the meeting. The question is, ‘Is the amendment germane to the resolution?’” For clarity, the presiding officer may restate the amendment. If members vote in favour of the presiding officer’s question, debate respecting the amendment resumes. If the majority of members vote against the question, debate respecting the main motion resumes.

18. A member may appeal a decision of the presiding officer if the member feels the ruling is incorrect. Members will vote on a motion such as, “the [council] sustains the decision of the presiding officer, namely [provide details].”

Suspension of the Rules

19. A motion to suspend the rules is in order if the meeting wants to do something that cannot be done without contravening its procedural rules. A prerequisite will be the existence of formal procedures. A motion to suspend the rules may enable a business item to be discussed earlier than proposed in the agenda or allowing members to speak more than once to a motion. Moving into a committee of the whole to discuss a particular item is an example of a suspension of the rules.

20. Rather than a formal motion, a member or the presiding officer may ask for general consent to suspend the rules. Upon receiving or initiating the request, the presiding officer asks if there are any objections. If there are none, the presiding officer would direct the meeting to proceed as if the rules had been suspended by a formal vote.

Objection to Considering the Main Motion

21. If a member wishes to prevent the consideration of a main motion, the member may interrupt another speaker to determine if the question should be considered. The motion must be made before there is any debate on the question or before a subsidiary motion is offered. The object of the motion is to avoid consideration of questions which may be irrelevant, unproductive, or contentious; it is not intended to cut off debate. The motion objecting to considering a question may be useful if, for example, there are repeated attempts to have council reconsider resolutions or policies.

Division of the Question

22. At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer or a member may suggest splitting the motion into two or more motions. After the main motion is split, each divided motion should be complete on its own.

Privileged Motions

23. Privileged motions do not relate to a pending question; however, their nature demands immediate attention and therefore they take priority to any other matter. Privileged motions are

not debatable, and generally are not subject to any subsidiary motion. Privileged motions include fixing a time to adjourn, or taking a recess.

Voting on a Motion

24. When the discussion has been sufficient and all those who wish to speak have been encouraged to do so, the presiding officer may ask the administrator to read the motion before asking for a vote. This step ensures all members are fully aware of the motion before them, particularly if there has been significant debate on the question. A simple majority vote of members present decides a matter. There are some exceptional situations the following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:

- a. to sell or lease property referred at less than market value;
- b. to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
 - i. first holds a public hearing respecting the withdrawal; and
 - ii. advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.



Councillor
Name

354 Main Street
Kentville, NS
B4N 1K6

902-599-xxxx (C)
name@kentville.ca

Date

RE: Topic

Submitted to council for consideration or information.

Name, Councillor
Town of Kentville

TOWN OF KENTVILLE POLICY STATEMENT G81

COMMITTEES, COMMISSIONS AND BOARDS



1.0 PURPOSE

1.1 The purpose of this policy is to

- 1.1.1 manage the creation and dissolution of Town Council Committees as required
- 1.1.2 to provide Council, staff and community members with a reference for council committees
- 1.1.3 serve as a reference in the formation of new Town Council Committees
- 1.1.4 provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members
- 1.1.5 List current Town Council Committees.

2.0 ENABLING LEGISLATION

2.1 Section 26 of the Municipal Government Act enables council to establish, by policy, advisory committees which shall advise the council, as directed by the council. Sections 22, 23, 24, 25, 26, 44, 200 and 345 of the Municipal Government Act, as amended, provide a procedure and mandate for advisory committees at the Town of Kentville.

3.0 SCOPE

3.1 This Policy is applicable to all Committees of Council and their appointed members including elected officials, residents and designated town staff representatives.

4.0 DEFINITIONS

In this Policy:

- 4.1 "CAO" means the Chief Administrative Officer for the Town;
- 4.2 "Committee" in this document refers to a committee, commission, board or association, enacted by the Town of Kentville. The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 4.3 "Connection to the Town" means having some legitimate personal or professional interest in the town, such as but not limited to where a person grew up, went to school, worked for many years, or owned a business.
- 4.4 "Majority" is fifty percent plus one

- 4.5 "MGA" means the Municipal Government Act (Nova Scotia);
- 4.6 "Resident" means a person residing in the Town of Kentville.
- 4.7 "Standing Committee" means a committee of indefinite duration established by Council;
- 4.8 "Statutory Committee" means a board, commission, or committee established pursuant to a specific enabling statute or agreement.
- 4.9 "Special Committee" means a short-term committee established by Council to inquire into or deal with a specific issue;
- 4.10 "Terms of Reference" refers to a document that sets out what a committee will do and explains how the members will work together to achieve shared goals.
- 4.11 "Town" means Town of Kentville.
- 4.12 "Town Clerk" is the Town Clerk, as appointment by the CAO, for the Town of Kentville

5.0 PROCEDURES

Terms of Reference

- 5.1 All Council Committees require a Terms of Reference which are clear in purpose and easily recognizable as being for the public good.
- 5.2A Terms of Reference for each committee shall be included in Schedule A of this Policy.
- 5.3 All Committees are responsible for the review of their Terms of Reference and to make recommendations to Council for their amendment as often as deemed necessary or desirable by the Committee.
- 5.4 Committee meeting schedules shall be established in the Terms of Reference of each Committee.

Membership

- 5.5 Membership shall reflect desired experience, knowledge, expertise, and geographic representation in the community as it pertains to the committee.
- 5.6 When possible, membership of Committees shall be inclusive and diverse, and broadly reflective of the community.
- 5.7 The Mayor shall be an ex-officio voting member on all Committees of Council.
- 5.8 The CAO is a non-voting member of every Standing and Special Committee, but is not obligated to attend meetings and is not counted in determining if a quorum is present.
- 5.9A committee member who is not a Council member shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule B; and may be reimbursed for expenses incurred as a committee member.

Appointments of Council Members to Committees

- 5.10 The Mayor may request that Council provide preferences for Committees that each member is interested in sitting on.
- 5.11 The Mayor shall recommend Council appointments annually in November unless the terms of the appointment are for more than one year.

Appointments of Residents to Committees

- 5.12 As and when required, opportunities to serve as a Committee member will be advertised appropriately by staff so that interested persons can apply.
- 5.13 Advertisements will be promoted for set period of time not less than 2 weeks, and must state the deadline of application.
- 5.14 After the closing date of the advertisement for a position on a committee has passed, voting members of that Committee will review all applications received.
- 5.15 If there are only enough applicants to fill the available vacancies and Council approves the candidates offering for the position, no further assessment is necessary.
- 5.16 If there are more than enough applicants to fill the available vacancies the committee will score the candidates according to the following criteria:
 - 5.16.1 Committee experience (on a committee of council or equivalent committee of any organization) -
1 point per year of experience to a maximum of 4;
 - 5.16.2 Educational, work, and volunteer experience relevant to the Committee's Terms of Reference -
1 point per year of experience to a maximum of 4;
 - 5.16.3 Representation of the community -
up to 2 points;
 - 5.16.4 Additional criteria as provided in the Committee's Terms of Reference -
up to 4 points.
- 5.17 Consideration for each candidate would be determined by the sum of the points received from each Committee member based on the criteria.
- 5.18 The Committee shall present the recommended resident appointments to Council at the next meeting of Council through a report from the Committee Chair.
- 5.19 Council may appoint a resident for one term of two (2), three (3) or four (4) years. One additional term can be applied for and approved at the discretion of Council.
- 5.20 Council shall consider Committee stability and membership continuity when considering member re-appointments for a consecutive term.
- 5.21 Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership terms shall be provided to Council by the Town Clerk annually in November.
- 5.22 Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
- 5.23 Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.

- 5.24 The Town Clerk shall arrange for orientation for each new Committee member upon that member's appointment to the Committee.

Roles and Responsibilities

- 5.25 Each Committee shall elect a Chair and Vice-Chair as per the Terms of Reference or enabling statute, bylaw or policy.
- 5.26 The role of the Chair is to carry out the following duties:
- 5.26.1 Set the agenda, which will include the land acknowledgement;
 - 5.26.2 Ensure the committee follows the agenda;
 - 5.26.3 Prevent new issues from side-tracking the agenda;
 - 5.26.4 Limit additions to the agenda;
 - 5.26.5 Establish and maintain order and decorum;
 - 5.26.6 Respect members' views and be open-minded;
 - 5.26.7 Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion;
 - 5.26.8 Seek agreement and build consensus;
 - 5.26.9 Close debate and guide the group to resolution in a timely manner;
 - 5.26.10 Assist members to word motions clearly and succinctly;
 - 5.26.11 Participate in discussion but focus on presiding over the meeting.
- 5.27 The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

Committee Members

- 5.28 All members of Town Council Committees are expected to:
- 5.28.1 Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
 - 5.28.2 Understand their role as a Committee member;
 - 5.28.3 Understand the role of the Committee Chair, Council members and Town staff;
 - 5.28.4 Strive to attend all scheduled and special committee meetings;
 - 5.28.5 Recognize any limitations on your participation and inform the chair of these limitations;
 - 5.28.6 Prepare for meetings by reading agendas and any background information supplied;
 - 5.28.7 Actively participate in the discussion and decision-making process;
 - 5.28.8 Undertake any work assigned, including special projects, participation on subcommittees and research;
 - 5.28.9 Participate in ongoing training and regular workshops when appropriate;
 - 5.28.10 Be open-minded and allow for a variety of opinions to be heard;
 - 5.28.11 Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
 - 5.28.12 Refer to the Chair for questions and procedure;

- 5.28.13 Ask questions, and seek clarification through the Chair or staff;
- 5.28.14 Respect the decisions and finality of Council;
- 5.28.15 Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- 5.28.16 In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as a resident, where appropriate;
- 5.28.17 As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Kentville; and
- 5.28.18 Sign and adhere to the Code of Conduct for Elected Officials.

Staff Support

- 5.29 The CAO shall appoint a staff person as a liaison/resource member to appropriate Committees. This member shall have no voting rights on the Committee.
- 5.30 The responsibilities of the staff include:
 - 5.30.1 Providing information and professional advice;
 - 5.30.2 Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
 - 5.30.3 Ensuring the preparation of minutes for all meetings; and review and approval of such at the next meeting;
 - 5.30.4 Minutes shall be annotated as "Approved" (with date) once approved by the Committee. Approved minutes of all Committee meetings shall be forwarded to the Town Clerk, or designate, and shall be made publicly available.
 - 5.30.5 Staff shall share agendas with Committee members, and posted for the public, at least three (3) business days before the scheduled meeting. For Town Council and Council agendas staff shall share agendas with Committee members, and the public, five (5) days prior to a meeting.
 - 5.30.6 Preparing appropriate technology for the committee.

Administration

- 5.31 Information or recommendations from a Committee to be considered by Council will be included in the agenda and package for the next regularly scheduled Committee meeting.
- 5.32 All meetings of Committees shall be open to the public and no person shall be excluded except in cases of improper conduct, or where the Committee is considering an item where, in accordance with section 22 of the MGA, the Committee is permitted or required to meet in closed session.
- 5.33 Committees may move or cancel a regularly scheduled meeting with five days' notice to all members, the CAO and the public.

- 5.34 Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.
- 5.35 Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.36 Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.37 No member of a Committee shall give specific direction to any staff member at any Committee meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.38 A Committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.
- 5.39 In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

Resignation of Member

- 5.40 Any resident member of a Committee wishing to resign from the committee is requested to provide the resignation in writing to the Committee Chair with a copy to the CAO, who will inform Council of the vacancy.
- 5.41 A Council member of a committee may ask to leave a Committee prior to the expiration of their term, and Council may grant such request if the Mayor believes it would not unduly impact the work of the committee. The Mayor shall appoint a new Council member to fill any Council vacancy on a Committee.

Removal of Member from Committee

- 5.42 Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and the Chair shall advise Council of the vacancy.
- 5.43 A resident member on a Committee who has completed two consecutive terms shall take a leave for one term, unless no applications have been received for the expired term.
- 5.44 At the request of the Committee or on its own initiative, Council may remove or request the resignation of any of its Committee appointees, whether a resident member or Council member, who, in Council's opinion, are unable or unwilling to fulfill the mandate of the Committee.

Accessibility

- 5.45 Committee meetings shall be held in a location that is reasonably accessible by members and the public, whenever possible by schedule, facility, staff capacity or technology.

- 5.46 To facilitate accessibility, Committee meetings will be recorded or livestreamed when possible and appropriate. Should technical difficulties arise, and livestreaming is not possible, the meeting will continue as scheduled. If a recording of the meeting is available it will be posted to the Town of Kentville website or Youtube channel when reasonably possible.

New Committees

- 5.47 In considering the formation of a new committee, Council will request that staff prepare a report to Council that includes a Terms of Reference for consideration by Council prior to establishing the committee.

Task Teams

- 5.48 Council may appoint special Task Teams from time to time to undertake the review of a specific issue or short- term project and to remain in place only as long as there is a continuing need for the work of that Task Team as determined by Council.
- 5.49 In appointing a Task Team, Council shall fix clear terms of reference, a time limit not exceeding two years, for the Task Team to report, and the procedure to be followed in the selection of a Task Team Chair.

6.0 ASSOCIATED DOCUMENTS

- 6.1 Schedule A, Provisions for Each Committee
6.2 Schedule B, Non-Council Honorariums

7.0 POLICY REVISION HISTORY

Date Created: April 28, 2025

Revisions:



Interim Chief Administrative Officer Kevin Matheson

SCHEDULE A

Provisions for each committee

Generally, each Committee's Terms of Reference will include: Background, Mandate, and Membership. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. When appropriate there may also be a section on procedures on administration for the committee.

List of Active Committees (Updated March 2025):

Audit Committee

Board of Police Commissioners

CAO Selection and Evaluation Committee

Council Advisory Committee

Equity and Belonging Committee

Kentville Heritage Committee

Kentville Inclusion and Access Advisory Committee

Kentville Investment Advisory Committee

Kentville Source Water Protection Advisory Group

Kentville Water Commission

Names List Committee

Planning Advisory Committee

Audit Committee

Background

Per the Municipal Government Act section 44, Council shall annually appoint an Audit Committee. The responsibilities of the Audit Committee include:

- A detailed review of the financial statements of the Town of Kentville with the auditor.
- An evaluation of internal control systems and any management letter with the auditor.
- A review of the conduct and adequacy of the audit.
- Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- Such other matters as may be determined by the Council to be the duties of an Audit Committee.

Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

- Acceptance of the audit;
- Reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and
- Reappointment of the two (2) resident representatives.

Committee Membership

The Audit Committee consists of two (2) Council members and two (2) resident representatives appointed annually by Council (per the MGA). The Mayor is Chair of the Audit Committee. An audit committee must also include a minimum of one additional person who is not a member of council or an employee of the municipality – who is an independent financial consultant. The Director of Finance or their designate is the staff support for this committee.

Procedures

Unless otherwise specified, regular meetings of the Audit Committee shall be held at least twice annually. One or two meetings shall take place prior to the annual audit and another meeting shall take place following conclusion of the audit. All minutes of meetings and records of the committee shall be open to the public.

Board of Police Commissioners

Background

Per the Nova Scotia Police Act, section 44, every municipality that establishes a municipal police department pursuant to Section 36, 84 or 85 shall, by by-law, provide for a board of police commissioners.

Mandate

The advisory group for the Kentville Police Service, the Police Commission works to help strengthen and improve the Police Service.

Membership

The Board of Police Commissioners shall include two members of council appointed by resolution of the council, two resident members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one resident member appointed by the Minister.

CAO Selection and Evaluation Committee

Background

Town Council has a responsibility to hire and review the performance of the Chief Administrative Officer (CAO) and provide feedback to them in a regular and timely manner.

Mandate

The mandate of this group is to

- (a) provide direction for the hiring of a CAO and
- (b) provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals.

Membership

The Committee consists of the Mayor and all Council members, and the Mayor is Chair of the Committee.

Procedures

Regular meetings of the Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

The committee shall lead an annual appraisal of CAO. Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to March 31. The evaluation will be reviewed with the members of Council.

Subsequent to the conduct of the CAO appraisal, the Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

Council Advisory Committee

Committee Mandate

To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, except where Council determines that consideration by this committee is unnecessary or inadvisable.

Committee Membership

Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member. The chair of the Council Advisory Committee is the Mayor of Kentville. The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

Equity and Belonging Committee

Within the Provincial Government's Dismantling Racism and Hate Act (the Act), the Town of Kentville has a responsibility to address racism and hate within the municipal organizational structure as well as in community. Therefore, The Equity and Belonging Committee was created in 2025 to represent the Town's commitment to creating a welcoming and diverse workplace and greater Kentville community.

Committee Mandate

The Equity and Belonging Committee identifies and advises on removing barriers within Town services, programs, organizational structure and employment opportunities through encouraging practices that foster a sense of belonging and equity within the workplace and Kentville community. The committee supports the Town of Kentville to become an equitable service provider in accordance with Nova Scotia's Dismantling Racism & Hate Act ("the Act"). In addition, the Committee reviews and provides input on the development and regular evaluation of the Town of Kentville's Equity and Belonging Plan, including Framework Development and Equity Action Plan.

Committee Membership

The committee consists of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least four (4) of the members must identify as representatives from equity-deserving communities. Two (2) members are members of Council.

Kentville Heritage Committee

Background

The Heritage Committee was created in 2023 to develop a Heritage Properties Bylaw for the town. The Heritage Properties Bylaw was approved by Council in January 2025.

Mandate

The Heritage Committee has a mandate to create, administer, review and revise the Heritage Properties Bylaw.

Membership

The committee will consist of five (5) voting members. Two (2) members will be members of Council and three will be residents or connected to the town. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee. The Director of Planning and Development or their designate is the staff support for this committee. The Deputy Clerk provides administrative support.

Kentville Inclusion and Access Advisory Committee

Background

The Kentville Inclusion and Access Advisory Committee was legislated by the Province of Nova Scotia in 2020, such that all municipalities would have an advisory committee of Council to create and implement an accessibility plan, and to review that plan every 4 years. The Kentville committee was created in 2020. The first plan was approved in 2021.

Committee Mandate

The Kentville Inclusion and Access Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

Committee Membership

The committee will consist of seven (7) voting members who reside within the boundaries of the Town or connected to the town, and they are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council.

Investment Advisory Committee

Background

Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” This committee was created in 2000 to manager this fund and stay in compliance with Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.

Mandate

The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission.

The investment Committee meets monthly with the Investment Manager/Advisor to review the past month’s progress and the position of the Fund.

Membership

The Investment Committee consists of four voting members: two (2) Council members (one of which can be the Mayor) and two (2) resident appointees. Two (2) resident representatives will be appointed by Council for a two- year term of service and reviewed annually. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

Kentville Source Water Protection Advisory Group

Background

The Kentville Source Water Protection Advisory Group (SWPAG) is subject to oversight by Nova Scotia Environment for the regulation of water safety issues.

Mandate

SWPAG is responsible for the Land Use Bylaw wellfield protection guidelines of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

The Kentville Source Water Protection Advisory Group shall meet quarterly.

Membership

The SWPAG is comprised of one (1) Councillor, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The resident representative will be appointed by Council for a two- year term of service and reviewed annually.

Kentville Water Commission

Background

The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting.

Mandate

The Water Commission exercises its mandate through the following:

- Approval of the Capital budget;
- Approval of the Operational budget;
- Review and promulgation of the Annual Report; and
- Review of Water Commission Operations with provincial regulations.

The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

Membership

The commission is comprised of three (3) Councillors, one (1) resident representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The Mayor is chair of this committee. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote. The Director of Engineering and Public Works or their designate is the staff support for this committee.

Names List Committee

Background

In 2022, the Inclusion and Access Advisory Committee created a task team to examine the issue of renaming streets in Kentville. The results of this project were defined in policy statement G78 Municipal Asset Naming and Renaming Policy whereby:

(a) a process to rename streets and municipal assets, which was applied to the renaming of Cornwallis Street to Bridge Street and

(b) a list of potential names available to staff and developers for new or renamed municipal assets or publicly accessible assets. The Names List Committee was struck to review and manage this official list of names.

Mandate

The Municipal Asset Naming Committee has a mandate to:

- Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
- Organize the Names List (Schedule B) into themes and prioritize the names for selection within each theme;
- Delegate maintenance of the Names List to appropriate staff;
- Notify the nominator and/or family when a name is selected for use;
- Provide street name recommendations to Council.

Membership

The Names List Committee shall consist of three (3) members of the public representing diverse community interests; and two (2) members of Council. Staff from the Planning and Development Department provide technical support and guidance to this committee.

Planning Advisory Committee

Background

The Planning Advisory Committee (PAC) was established in 2025 provides advice and recommendations to Council on matters related to land use planning, development policies, and long-term strategic growth.

Mandate

The primary mandate of the PAC is to review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates. The PAC serves as a consultative body, fostering public engagement and contributing to informed decision-making.

PAC aims to:

- Review and provide recommendations on planning applications, zoning by-law amendments, and Municipal Planning Strategy updates.
- Promote sustainable development practices in alignment with municipal goals.
- Serve as a platform for community input on planning matters.
- Identify and advise on emerging trends, challenges, and opportunities in municipal planning.

The PAC will meet monthly or at the call of the Chair, with additional meetings scheduled as necessary. Meetings will be open to the public and follow applicable procedures for transparency and accessibility.

Membership

The committee will consist of six (6) voting members. Three (3) members will be members of Council, including the Mayor as Chair. Three (3) members will be selected from the public with an emphasis on selecting those representing diverse community interests, including residents, business owners, and subject matter experts (e.g., urban planning, environmental sustainability). Members shall serve staggered two-year terms to ensure continuity. Members may be reappointed for a maximum of two (2) consecutive terms.

SCHEDULE B

Non Council Honourariums

Monthly Meetings	\$400 per year
Bi-monthly Meetings	\$200 per year
Quarterly Meetings	\$200 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to initiation of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".

Title: Terms of Reference for Committees of Council

Meeting Date: September 8, 2025

Department: Administration

RECOMMENDATION

That Council approve Terms of Reference for Finance and Audit, Investment, Kentville Water Commission, Planning Advisory, Inclusion, Diversity, Equity, and Accessibility, and Bursary Committees.

THAT Council give first reading to Bylaw 100 respecting Board of Police Commissioners.

SUMMARY

Currently there are several policies and a bylaw respecting various Town committees, some of which conflict with each other, and all of which provide little guidance or direction to committee structure and operations. Therefore, with little structure, committees can sometimes undertake functions which were not meant to be within that committee's realm of roles and responsibilities.

To clarify roles, standardize processes for committee operations, and to update responsibilities and functions in a more robust and meaningful way, staff have drafted new proposed terms of reference for various committees. As well, where some committees meet rarely, or their staffing function and responsibilities are similar, those committees have been combined where deemed appropriate.

LEGISLATION

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

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

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

- (1) The council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.
- (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.
- (4) A committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.
- (5) A member of a committee established by the council who is a council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member.
- (6) A committee member who is not a council member may be
 - (a) paid an annual honorarium for serving on the committee, as determined by the council by policy, and an honorarium may be a different amount if the person is chair of a committee and honorariums may differ for different committees; and
 - (b) reimbursed for expenses incurred as a committee member.
- (7) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when person ceases to be a council member.

BACKGROUND

Over the past number of years, various policies respecting meeting procedures, committee makeup, and processes for meetings and committees have been adopted. These changes are now believed to be cumbersome and confusing and there is an opportunity to clarify processes, committees, and appointments for council, staff, and the public to make understanding and implementation easier.

IMPACT ON STRATEGIC PRIORITIES

In 2025, effective governments need to be more lean and nimble including with their committee structures, meetings, and work processes. In order to be effective in carrying out Council's future strategic priorities, committee mandates and the work of council needs to be strengthened, clearer, and more focused. These new committee structures and focus will help the Town become more focused on core priorities and less on meetings and uncoordinated tasks.

IMPORTANT DATES OR BENCHMARKS

Upon approval of the proposed terms of reference, advertising for all committees will begin, with those currently on committees being eligible for re-appointment if they wish to continue. Upon receipt of applications, a new Nominating Committee will need to be appointed to meet and review applications and make recommendations to Council to appointments. Upon appointments, committee members will receive training and education on their terms of reference, code of conduct, conflict of interest, rules or order, decision making, leadership, diversity and inclusion, and future processes to be followed.

POLICY IMPLICATIONS

Clear and effective terms of reference for committees will allow for a clearer understanding of roles and responsibilities by committee members, staff, and council. saving time and resources and can lead to more efficient decision making and timely decisions with fewer delays. It is felt that reducing committee policies by up to six that the Town can simplify its processes and reduce time spend on policy processes, leaving more time to focus on priorities.

There have been comments regarding a desire for staggered terms for members to ensure continuity. This is not necessary and not recommended as there are many reasons for continuity or lack thereof in both committees and staffing, and creating staggered terms leads to disjointed single year planning, members who feel more senior than other members, and inefficient training for members.

BUDGET IMPLICATIONS

There are no financial implications with the proposed changes.

COMMUNICATION IMPLICATIONS

Should this recommendation be adopted, staff will notify all current committees and their members of the new terms of reference and application processes where applicable. including future selection procedures.

Respectfully submitted,

Chris McNeill
Chief Administrative Officer



Terms of Reference

FINANCE AND AUDIT COMMITTEE

Purpose

Finance and Audit Committee assists Kentville Town Council in fulfilling its financial management due diligence, fiduciary responsibilities, financial reporting duties, and oversees audit responsibilities to approve, monitor, evaluate and provide advice on matters affecting the external audit, internal controls, risk management, financial reporting and accounting controls and practices of the Town of Kentville.

The Committee promotes a transparent environment for the management of public funds and exercises a high level of accountability. The Committee annually carries out a detailed review of the financial statements with the auditor and acts for Council in a financial oversight role.

The primary purpose of the Finance and Audit Committee is to engage, liaise, and oversee the work of the external auditor.

Authority

Section 44 of the *Municipal Government Act* states that

- (1) The council shall annually appoint an audit committee.
- (2) The responsibilities of the audit committee include
 - (a) a detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
- (3) An audit committee shall meet at least twice in each fiscal year
- (4) Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
- (5) Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may

exercise its powers; and

(b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

Scope

The scope of the Finance and Audit Committee shall be to review and assess the adequacy, reliability, and effectiveness of Town's financial reporting, risk management and internal controls noted below as well as those issues noted under Responsibilities, specifically:

1. role and responsibility of Town Auditor; and
2. role and responsibility of Finance and Audit Committee; and
3. appointment of the auditor; and
4. quarterly financial reports; and
5. annual audited consolidated financial statement and unaudited non-consolidated financial statement; and
6. auditor's management or internal control letter and management response; and
7. appropriateness and adequacy of current accounting policies, financial reporting practices, and internal controls; and
8. provincial financial condition indicators (FCI); and
9. impact of new or changed provincial and federal accounting policies as well as Canadian public sector accounting standards; and
10. financial risk management; and
11. investments and insurance policies and processes.

Role of Chairperson

The Chairperson is appointed by Council and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of work plans, policy directions, process analyses, strategy development, financial commitment reviews, investment strategies, as well as all other items incidental to the effective financial oversight of the Town's financial systems and policies. The Chairperson shall also ensure that the Town's Auditor's performance is reviewed annually.

Role of Vice Chairperson

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

Role of Municipal Auditor

Municipal Auditor is responsible for conducting the annual audit of the Town's financial statements in accordance with Canadian generally accepted auditing standards. The purpose of the audit is to obtain reasonable assurance that the financial statements are free from material misstatement.

The Auditor will meet with the Finance and Audit Committee at least twice annually: initially, to review the engagement terms, audit scope, approach, materiality thresholds, timeline, and proposed fees; and subsequently, to review their opinion on the draft financial statements and the management letter following completion of the audit work.

Role of Director of Corporate Services

Director of Corporate Services will carry out functions and responsibilities as requested by the Finance and Audit Committee, as they relate to the Committee's mandate. The Director shall serve as a staff resource to the Committee and will lead the research and report-writing components of the Committee's work, ensuring that members have the necessary information to make informed decisions or recommendations to Council.

Membership

Membership on the Finance and Audit Committee shall include three elected representatives from town council and three members of the public, duly appointed by council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

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

Duration of Mandate

The mandate of the Finance and Audit Committee shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 44(1) of the *Municipal Government Act* and at the discretion of council.

Frequency of Meetings

Meetings of the Finance and Audit Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when

agreed to by a majority of the committee and prior notification is provided to committee members. The Committee shall meet no less than four times per year.

Quorum Requirements

Notwithstanding Robert's Rules of Order, no decisions may be made at any Finance and Audit Committee meeting unless at least two elected representatives and two public representatives are present.

Agenda, Minutes and Resolutions

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

Conflict of Interest

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

Code of Conduct

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

Resources

Finance and Audit Committee shall have access to the resources of the Director of Corporate Services and the Municipal Auditor through the Director of Corporate Services, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for financial resources above the annual budgeted amount for auditor fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Finance and Audit Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee has authority to oversee and facilitate the audit process by giving direction to the auditor; however, must

seek council's approval to change the terms and conditions of an audit or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Finance and Audit Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

At least bi-annually, Director of Corporate and Chairperson shall provide a written report to Council concerning the committee's work plan, focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Finance and Audit Committee is responsible for overseeing the Town's financial reporting, audit processes, risk management, and accounting controls and policies. The Committee will review and analyze information presented to it, request additional information when necessary, consider available options, and make timely decisions and recommendations to Council that serve the best interests of residents and businesses.

Financial Reporting

The Committee shall:

- a. review the audited financial statements in depth with management and the auditor; assessing their reliability, credibility, understandability, and objectivity of financial reporting with the public's interest in mind, and thereafter recommend their adoption to council; and

- b. review with management any changes in accounting standards and practices required to be followed by the Town; and
- c. review any significant variance in comparison to prior year and / or current year's budget; and
- d. review and discuss available provincial financial condition indicators.

Work of the Municipal Auditor

The Committee shall:

- a. review the extent, timing and completion of the audit including materiality limits being used; and
- b. review the qualifications, independence, quality of service, performance and fees of the External Auditors annually; and
- c. discuss whether the terms of the engagement were met; and
- d. recommend to council any change in auditors should the committee believe the current auditor is not meeting the required competency and independence; and
- e. assist in criteria for and selection of the auditor; and
- f. review any problems or restrictions encountered by the auditor and degree of cooperation from staff; and
- g. promote cooperation between management and the auditor.

Accounting System and Internal Controls

The Committee shall:

- a. obtain and review the management and internal control letter; and
- b. discuss with the auditor the annual evaluation of internal control systems related to financial reporting and recommendations for improvements to accounting procedures and internal controls related to financial reporting; and
- c. discuss management's response to the recommendations and adequacy of management's action plan; and
- d. obtain reasonable assurance that the Town has implemented appropriate systems of internal controls:
 - i. over the external financial reporting and that these systems are operating effectively; and
 - ii. obtain assurance that the Town is complying with its policies and procedures and that these systems are operating effectively; and
 - iii. Identify, monitor, mitigate, and report significant financial or operational risk exposures, and ensure that the related control systems are operating effectively; and
- e. receive and review any internal reports relating to accounting procedures and internal controls.

Risk Management

The Committee shall:

- a. educate themselves to understand the risks of the Town; and
- b. review the Town's management controls and policies; and
- c. obtain reasonable assurance that management's systems to eliminate or manage risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrongdoing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Town's control procedures to ensure that such activities are being guarded against; and
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrongdoing.

Statutory and Regulatory Compliance

The Committee shall:

- a. review the Town's compliance with statutory and regulatory obligations within the committee's area of responsibility; and
- b. review the overall reasonableness of expenses of the Chief Administrative Officer and council members; specifically review the summary of remuneration and expenses schedule for reportable individuals; and
- c. review the annual summary of hospitality expenses note; and
- d. review the general adequacy of staffing in relation to both number and competence for accounting and financial responsibilities, as it relates to financial reporting and compliance.

Investments

The Committee shall receive and review reports and recommendations from the Investment Committee regarding investment actions of the Town. These reports must be reviewed with a lens for compliance with applicable legislation and the Town's Investment Policy, as well as assessing asset manager performance, and present strategies aimed at optimizing financial returns. The Committee is responsible for ensuring transparency, accountability, and alignment of investment activities with the Town's annual budget transfer obligations and long-term financial objectives.

Insurance Coverage

The Committee shall periodically review the adequacy of the Town's insurance policy and coverages to ensure the Town has appropriate insurance coverage to cover significant risks and uncertainties.

DRAFT

Approved by Council:



Terms of Reference

BURSARY COMMITTEE (AD HOC)

Purpose

Bursary Committee is established as an ad hoc committee to review applications for bursary funding from Town of Kentville for high school students expected to graduate in that year who reside in Kentville at the time of their application

Authority

Section 23(1)(c) of the *Municipal Government Act* states that council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that council may establish standing, special and advisory committees; each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality; council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so; and a committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.

Scope

The scope of the Bursary Committee shall be limited to reviewing and approving authorized bursaries as established by the Town of Kentville each school year, and where applicable make recommendations to Council for changes to this policy if necessary.

Role of Chairperson

The Chairperson is responsible for chairing and facilitating all meetings, ensuring that appropriate advertising for bursaries is carried out and all applications receive a fair, and unbiased assessment of financial need, academic achievements, and volunteer efforts.

Role of Vice Chairperson

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

Role of Deputy Clerk

Deputy Clerk shall be responsible for developing bursary application forms and eligibility criteria sheets, advertising available bursaries, accepting applications, organizing meetings of committee, providing notification to schools where recipients are graduating, arrange for bursary award presentations, and notify winners by mail, including payment of bursary.

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

- a. preparation of application forms and eligibility criteria; and
- b. advertising for Nola Folker Hill Bursary of \$1500 to be awarded to a female-identifying student entering a post secondary program with a science or medical focus; and where no such application is received shall be open to other-identifying applicants with the same focus, and if none are still received, up to three additional bursaries may be awarded for students showing exemplary pride and dedication to their school and community; and
- c. Advertising for Town of Kentville Bursaries for up to three students in amounts of \$1500, or two \$750, or three \$500 bursaries, for students showing exemplary pride and dedication to their school and community; and
- d. Advertise and promote bursaries at all local schools including Central Kings, North East Kings, Horton High, and Landmark East; and
- e. application reviews for completeness including resumes, academic records, and letter of acceptance from post secondary institution; and
- f. preparation of meeting packages with all applications and supporting documentation; and
- g. organizing and advertising of meetings; and
- h. preparing meeting minutes and reports for Council; and
- i. organizing bursary award presentations with schools and presenters; and
- j. notifying successful applicants of decision; and
- k. sending bursary payment to approved schools upon confirmation of enrollment.

Membership

Membership on the Bursary Committee shall include two elected representatives from town council and up to two members of the public, duly appointed by council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee must have a strong understanding of our educational system, school courses, achievement levels, and an understanding of post secondary education systems and fields of study.

Reporting Relationship

Bursary Committee shall report directly to the Council of Town of Kentville and indirectly to the Deputy Clerk for operational and administrative support.

Duration of Mandate

The mandate of the Bursary Committee shall be for two years with the first such term beginning on December 1, 2025, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of council according to policy.

Frequency of Meetings

Meetings of the Bursary Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

No decisions may be made at any Bursary Committee meeting unless at least three members of the committee are present.

Agenda, Minutes and Resolutions

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

Conflict of Interest

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

Code of Conduct

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

Resources

Bursary Committee shall have access to the resources of the Deputy Clerk to undertake the required research it needs to make the best decisions in a timely manner. Requests for resources above the annual budgeted amount for additional bursaries or an increase in bursary amounts shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Bursary Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee must follow the policy as stated and not make decisions outside the scope of this policy.

Confidentiality

All meetings of the Bursary Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

Annually, the Chairperson shall provide a written report to Council concerning the committee's review of applications, as well as successful applicants generally without providing personal information of recipients.

Responsibilities

Bursary Committee shall be responsible for overseeing a fair and transparent process for reviewing applications and making decisions on the awarding of bursaries based on academic achievements, financial need, and school and community involvement. No decisions shall be made that are contrary to these standards and requirements.

Repeal

Town of Kentville Policy Statement G18, Student Bursary, adopted by Council on the 30th day of October, 2017, is hereby repealed.

DRAFT

Approved by Council:



Terms of Reference

Inclusion, Diversity, Equity, and Accessibility Committee (IDEA)

Purpose

The purpose of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee is to:

- a. provide meaningful and impactful advice to Town of Kentville related to inclusion, diversity, equity and accessibility; and
- b. to research, consult, engage, and consider opportunities to educate and inform local residents, businesses, local governments, and visitors on the importance of diversity and inclusion, the value and benefits of equity and accessibility, and ways in which all persons can work together to support a more welcoming and inclusive community. and
- c. act as the voice and advocate for all residents and businesses in Kentville, promoting inclusion and accessibility for all, speaking out against and educating those in need when hate, racism, or discriminatory words or actions are promulgated in our community, and being the community voice with the media for such comments and public education, and
- d. recommend to Town of Kentville, new policies, bylaws, practices, programs, services, or infrastructure changes needed to improve inclusion, diversity, equity, and accessibility for all.

Authority

IDEA Committee has been formed to assist Town of Kentville with meaningful and impactful advice regarding inclusion, diversity, equity, and accessibility programs, services, and infrastructure throughout Kentville by virtue of being delegated this responsibility through permission from Kentville Town Council with the approval of this Terms of Reference on September 29, 2025, under Section 24 of the *Municipal Government Act*.

Scope

The scope of the Kentville IDEA Committee shall be to review, assess, and make recommendations to Town of Kentville regarding current operations specifically, and the overall community more generally, looking for opportunities for Town of Kentville, businesses, and community groups to become more inclusive, diverse, equitable, and accessible. including, but not limited to:

1. a review of the current policies, bylaws, and practices of Kentville with an IDEA lens; and

2. a review of the current properties and facilities of Kentville with an IDEA lens; and
3. review all materials provided to Committee members by the Director of Parks and Recreation or their designates, along with their own independent research, to prepare for each Committee meeting; and
4. being open and objective to all ideas, suggestions, and opportunities, while understanding the importance of community awareness and education throughout Town of Kentville, focusing on long-term community appreciation of the value and contribution of each citizen and their background, culture, knowledge, and skills; and
5. receive presentations, letters, emails, phone calls, and materials from community members and community experts, or community resources where applicable, related to IDEA, and seek to incorporate the relevant information and ideas into current and future workplans; and
6. carry out a review of provincial and federal legislation to ensure all Committee members are aware of its legal opportunities and constraints and make recommendations for changes to the four local governments where the Committee feels changes to legislation are needed to support IDEA within Town of Kentville, Kings County, and Nova Scotia; and
7. where financial resources allow, create, promote, and recommend to the Director of parks and Recreation small grants to community organizations that create, develop, plan, host, or offer programs, services, events, or functions that directly support the goals of IDEA in Kentville with public awareness and education; and
8. act as the media liaison and public information source for all activities and actions of the IDEA Committee.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff, including the provision for adoption of work plans, policy directions, development of strategies, performing IDEA reviews of Kentville, and discussing opportunities for enhancing inclusion, diversity, equity and accessibility in Kentville.

Role of Vice Chairperson

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

Role of Provincial Accessibility Directorate

Provincial Accessibility Directorate is empowered to oversee the implementation of Nova Scotia's *Accessibility Act* and regulations, working collaboratively with persons with a disability, Towns, businesses, post-secondary institutions, and others to achieve the goal of an accessible Nova Scotia by 2030. To achieve this, the Directorate will establish standards for the built environment, education, employment, goods and services, information and communication, and public transportation. Their primary role is to thereafter create toolkits, guides and webinars to help businesses, organizations, municipalities and public sector bodies improve accessibility and comply with the *Accessibility Act*.

Role of Provincial Office of Equity and Anti-Racism Initiatives

Provincial Office of Equity and Anti-Racism Initiatives is empowered to work with partners and communities to lead an approach where government departments work together to address systemic racism, promote diversity and inclusion, and achieve anti-racist outcomes that lead to better educational, health, economic, and social outcomes for all Nova Scotians.

Role of IDEA Coordinator

IDEA Coordinator shall act as the Town's lead resources person to the IDEA Committee, preparing meeting notices and agenda, compiling notes and minutes, conducting research, preparing reports, undertaking public awareness and education programs, planning and hosting of events in conjunction with Committee and community, applying for and reporting on grants to advance the work of IDEA and related Kentville projects, including supporting local businesses in this respect, preparing recommendations to Council when required.

Role of Director of Parks and Recreation

Director of Parks and Recreation shall ensure the work of the Kentville IDEA Committee is provided with the necessary staff resources to support the positive work of this Committee and coordinates the support and work of other Town departments. The Director, or their designate, shall facilitate the research and report writing aspect of the Committee's efforts to ensure the Committee has the best available information upon which to make a decision or recommendation to Council.

Membership

Membership on the Kentville IDEA Committee shall include up to ten (10) persons from Kentville, duly appointed by Council pursuant to the *Municipal Government Act*. Members appointed to the IDEA Committee should have first hand lived experiences as a person from an underrepresented or underserved

community, or work directly in an employment role with such community members, have strong community knowledge, a solid understanding of inclusion, diversity, equity and accessibility policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory and racist actions in the community and be comfortable having difficult conversations about such.

Notwithstanding the above, all persons currently on Kentville's Inclusion and Access Advisory Committee and Equity and Belonging Committee, excluding elected officials, shall automatically become members of this Committee and only when the total number of members falls below ten will new members be recruited to fill vacancies. At all times, at least fifty percent of the committee will have members who are persons with a disability or representatives from organizations representing persons with disabilities.

Reporting Relationship

Kentville IDEA Committee and its members shall report directly to Town Council for governance issues, and indirectly to Chief Administrative Officer for administrative and operational issues.

Duration of Appointments

Persons appointed to the Kentville IDEA Committee are to prepare and implement its own workplan in three-year cycles and therefore all members shall be appointed for 2-year terms, beginning on December 1, 2025, and be eligible for re-appointment subject to Town policies.

Frequency of Meetings

Meetings of the Kentville IDEA Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

Quorum Requirements

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

Agenda, Minutes and Resolutions

Minutes and recommendations of the Kentville IDEA Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting.

Conflict of Interest

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

Code of Conduct

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

Resources

Kentville IDEA Committee shall have access to the resources of the Director of Parks and Recreation and other appropriate Town staff as authorized by the Chief Administrative Officer; to undertake the required research it needs in order to make the most appropriate decisions and commendations in a timely manner. Requests for resources above the annual budgeted amount for this Committee shall be made by the Committee to Council, on an as-needed basis. The Committee may apply for and accept funding for studies or staff support from external sources through Town of Kentville if that is within the current Town budget or otherwise approved by Council.

Decision Making Process

All decisions of Kentville IDEA Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Director of Parks and Recreation and their staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Kentville IDEA Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

At least bi-annually, the Chairperson shall provide a written report to Council concerning the Committee's work plan progress to date, focus, strategies, and priorities. Should Council request an oral presentation directly, this request must be made to the Chairperson who will seek the Committee's permission to do so or provide more information via alternate means.

Responsibilities

Kentville IDEA Committee shall be responsible for providing advice, feedback and input into the creation of an inclusion, diversity, equity and accessibility workplan for Kentville. Thereafter, IDEA Committee shall review, assess, evaluate and monitor its effectiveness and act as the advocate and voice for residents, businesses, and communities through public engagement, public meetings, and public information, discussing options and opportunities for collaboration, and making timely decisions and recommendations in the best interests of all residents of Kentville.

As part of its responsibilities, it shall commit to undertake the following work:

- a. to articulate and show regularly, Kentville's commitment to ensuring that its strategic objectives are linked to accessibility, equity, inclusion, and anti-racism, and are well documented and communicated publicly.
- b. to ensure that the senior leadership of Kentville is educated on, and demonstrates a commitment to, accessibility, equity and anti-racism principles through their policies and practices.
- c. to undertake a review of all local government policies beginning in 2026 and every five years thereafter, to confirm that the policies and practices of Kentville promote accessibility, inclusion, diversity, and anti-racism.
- d. to reviewing and providing effective input into the future placement of public works and recreation infrastructure to ensure equitable placement of future infrastructure and replacement of current infrastructure, scrutinizing for systemic biases and accessibility, while promoting and educating all staff on inclusive and anti-racism training, policies, and initiatives.

- e. to providing ongoing and effective training, awareness, and development opportunities for staff, council and businesses on inclusion, diversity, equity, and accessibility to ensure this knowledge becomes part of the daily culture and practices.
- f. to developing a reporting and evaluation system, and work in collaboration with IDEA Coordinator, to regularly report on relevant data and initiatives related to improving, advocating for, and completing activities related to inclusion, diversity, equity and accessibility across Kentville.
- g. to regularly and sincerely engage each year with underrepresented and underserved groups and communities in a meaningful way, including developing joint programs, services, and infrastructure where possible and feasible, vocally speaking in favour of IDEA concepts and plans and denouncing publicly and unequivocally any attempts to orally or in writing, spread hate or fear respecting any person, group, or community within Kentville or beyond that disrespects the principles of IDEA.
- h. to recommend to Council, initiatives or policies supporting improved decision making related to equity, anti-racism, and accessible lenses to show community leadership through transparency of actions, accountability of decisions, and with open and honest discussions regarding racial biases and the basic human rights of fairness and accessibility.
- i. to always consider the physical, geographical, communications methods for Kentville operations, meetings, and events, by providing the widest range of opportunities and access to public services where financially reasonable and technologically possible.
- j. to publicly commit to fairness and a desire to ensure underrepresented and underserved communities are aware and encouraged to apply for employment opportunities at all organizational levels, with preference given to persons who meet the job requirements but may otherwise not have been chosen because of a non-recognition of IDEA.
- k. to consider the establishment of and support for, an employee resource group for underrepresented and underserved staff to provide opportunities for learning, education, advocacy, support, and training.
- l. receiving presentations, letters, emails, phone calls, and materials from community members and community experts, or community resources where applicable, related to IDEA, and seek to incorporate the relevant information and ideas into current and future workplans.
- m. carry out a review of provincial and federal legislation to ensure all Committee members are aware of its legal opportunities and constraints and make recommendations for changes to Kentville Council where the Committee feels changes to legislation are needed to support IDEA within Kentville and Nova Scotia.

Approved by Council:



Terms of Reference

INVESTMENT COMMITTEE

Purpose

Investment Committee assists Kentville Town Council in fulfilling its financial management due diligence and fiduciary responsibilities, while overseeing the investment of financial assets of the Town by recommending policies, processes, strategies, and allocation of investments including timing and amounts, and provides advice on matters affecting the expected rate of return, internal controls, risk management, financial reporting and accounting controls and practices of its investment advisor.

The Committee promotes a transparent environment for the management of public funds and exercises a high level of accountability. The Committee annually carries out a detailed review of its investments with its investment advisor and acts for Council in a financial oversight role.

The primary purpose of the Investment Committee is to engage, liaise, and oversee the work of the investment advisor.

Authority

Section 100 of the *Municipal Government Act* states that:

(1) Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality shall be

(a) deposited in an interest bearing account at a bank doing business in the Province;

(b) invested pursuant to an investment policy adopted by the council and approved by the Minister; or

(c) invested in investments in which a trustee is permitted to invest pursuant to the Trustee Act.

(2) Income arising from the investment of a fund is part of that fund unless the council otherwise provides.

(3) The council may pledge any investments to the credit of the capital reserve fund as collateral security for a borrowing for a capital purpose.

Town of Kentville and Kentville Electric Commission Sale of Assets Act, being Chapter 6 of the Acts of 1998.

Scope

The scope of the Investment Committee shall be to govern and oversee the investment of all Town funds adhering to strict legal requirements with a responsibility and scope to preserve capital, ensure liquidity is always available for cash flow purposes, manage engagement with investment advisor, make recommendations to Finance and Audit Committee respecting policies, while managing the Town's perpetual funds effectively.

Role of Chairperson

The Chairperson is appointed by Council and is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of work plans, policy directions, strategy development, financial return reviews, investment strategies, as well as all other items incidental to the effective financial oversight of the Town's investment strategies and policies. The Chairperson shall also ensure that the Town's investment advisor's performance is reviewed annually.

Role of Vice Chairperson

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

Role of Investment Advisor

Investment Advisor is responsible for managing the Town perpetual fund according to legislative requirements and Town investment policy, providing monthly reports to Investment Committee of fund transactions and activities in accordance with Canadian generally accepted investment standards. The purpose of the monthly reviews is to obtain reasonable assurance that the funds invested are being well managed and generating acceptable returns.

Investment Committee will meet with the investment advisor at least once annually specifically to review engagement terms, investment policies of advisor and company, approach to investing, reporting timelines, and proposed fees.

Role of Director of Corporate Services

Director of Corporate Services will carry out functions and responsibilities as requested by the Investment Committee, as they relate to the Committee's mandate. The Director shall serve as a staff resource to the Committee and will lead the research and report-writing components of the Committee's work,

ensuring that members have the necessary information to make informed decisions or recommendations to Council.

Membership

Membership on the Investment Committee shall include three elected representatives from town council and two members of the public, duly appointed by council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes.

Reporting Relationship

Investment Committee shall report directly to Finance and Audit Committee of Town of Kentville and indirectly to the Director of Corporate Services for operational and administrative support.

Duration of Mandate

The mandate of the Investment Committee shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 44(1) of the *Municipal Government Act* and at the discretion of council.

Frequency of Meetings

Meetings of the Investment Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members. The Committee shall meet no less than six times per year.

Quorum Requirements

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

Agenda, Minutes and Resolutions

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

Conflict of Interest

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

Code of Conduct

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

Resources

Investment Committee shall have access to the resources of the Director of Corporate Services and the investment advisor through the Director of Corporate Services, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for financial resources above the annual budgeted amount for investment advisor fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Investment Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee has authority to oversee and facilitate providing investment direction to the investment advisor by giving direction only to the investment advisor; however, the Committee must seek council's approval through recommendation to the Finance and Audit Committee to change the terms and conditions of the investment strategy or policy or expend funds above those approved in the annual budget.

Confidentiality

All meetings of the Investment Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

At least bi-annually, Director of Corporate and Chairperson shall provide a written report to Council concerning the committee's work plan, focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Investment Committee is responsible for overseeing the Town's financial assets in a responsible and transparent manner, monitoring fund activities through Director of Corporate Services and investment advisor reports, reviewing for legislative compliance, reporting such publicly. The Committee will review and analyze information presented to it, request additional information when necessary, consider available options, and make timely decisions and recommendations to Finance and Audit Committee that serve the best interests of taxpayers.

Specifically, the Investment Committee shall undertake and continually review and monitor the following responsibilities:

1. role and responsibility of investment advisor; and
2. recommend the appointment of an investment advisor; and
3. monthly investment reports; and
4. investment policy; and
5. types and terms of investments for cash flow requirements; and
6. performance and returns on investments; and
7. credit rating on investment issuers; and
8. allocations of investments per sector; and
9. appropriateness of investment locations and types; and
10. risk tolerance from inflation fluctuations; and
11. valuation of investments; and
12. conflicts of interest of members and investment advisors and code of ethics for staff; and

13. investment policies and processes.

The Committee shall regularly undertake the following review and assessments of the Investment Advisor:

- a. review the extent, timing, and completion of investments and methods being used to determine purchases; and
- b. review the qualifications, independence, quality of service, performance and fees of the investment advisor annually; and
- c. discuss whether the terms of the engagement were met; and
- d. recommend to Finance and Audit Committee any change in investment advisors should the committee believe the current advisor is not meeting the required competency and independence; and
- e. assist in criteria for and selection of the investment advisor; and
- f. review any problems or restrictions encountered by the investment advisor and degree of cooperation from staff; and
- g. promote cooperation between management and the investment advisor.

Risk Management

The Committee shall:

- a. educate themselves to understand the investment risks of the Town; and
- b. review the Town's investment management controls and policies; and
- c. obtain reasonable assurance that investment advisor's systems to eliminate or manage risks are effective; and
- d. receive reports on the management of financial risks.

Alleged Wrongdoing

The Committee shall:

- a. enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Town's control procedures to ensure that such activities are being guarded against; and
- b. ensure management has implemented a policy and / or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials and employees; and
- c. review and advise council with respect to complaints or allegations of wrongdoing.

Investments

The Committee shall prepare and submit reports and recommendations to the Finance and Audit Committee regarding the investment operations of the Town. These reports must be reviewed with a lens for compliance with applicable legislation and the Town's Investment Policy, as well as assessing asset manager performance, and present strategies aimed at optimizing financial returns. The Committee is responsible for ensuring transparency, accountability, and alignment of investment activities with the Town's annual budget transfer obligations and long-term financial objectives.

Approved by Council:



Terms of Reference

PLANNING ADVISORY COMMITTEE (PAC)

Purpose

Planning Advisory Committee (PAC) shall provide advice and recommendations to Municipal Council related to land use planning including the development of, and amendments to Municipal Planning Strategy and Land Use Bylaw, development agreements, heritage designations, policy considerations, as well as other related land use planning and heritage matters.

Authority

Section 200 of the *Municipal Government Act* states that:

(1) A municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

(3) A planning advisory committee shall include members of the public.

(4) The purpose of a planning advisory committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.

(5) The duties assigned, pursuant to this Part, to a planning advisory committee shall only be carried out by the committee.

(6) The council shall appoint members of a planning advisory committee by resolution.

Section 202 of the *Municipal Government Act* states that:

In the policy establishing a planning advisory committee, the council shall

(a) fix the term of appointment and any provisions for reappointment;

(b) fix the remuneration, if any, to be paid to the chair of the committee, if the chair is not a council member;

(c) fix the remuneration, if any, to be paid to those members of the committee who are not council members;

(d) establish the duties and procedures of the committee; and

(e) provide for the appointment of the chair and other officers of the committee.

Scope

The scope of the Planning Advisory Committee shall be to review and fully understand reports and documents prepared by Town staff and brought forward to PAC for review, comment, make recommendations for changes, and recommend adoption by Council, for the following issues:

- a. applications for Land Use Bylaw amendments or zoning changes; and
- b. applications for policy changes to Municipal Planning Strategy; and
- c. applications for development agreements; and
- d. applications for heritage registration or de-registration; and
- e. general community planning matters.

Role of Chairperson

The Chairperson is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee, including the provision for adoption of public participation programs, policy application processes for amendments, registrations, or de-registrations, as well as all other items incidental to the effective planning and land use within Town of Kentville, considering current neighbourhood environments and expected future growth and development. The Chairperson shall also ensure that the Town's Planning Advisory Committee's performance is reviewed annually.

Role of Vice Chairperson

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

Role of Provincial Director of Planning

Provincial Director of Planning, or their designate(s), shall be the person designated by the Province of Nova Scotia as the provincial oversight of Town of Kentville's planning matters, including reviewing of draft documents, recommending improvements, providing interpretations of provincial acts and regulations, and thereafter recommending adoption of such MPS/LUB plans or amendments to the Minister of Municipal Affairs.

Role of Director of Planning

Director of Planning will be responsible to support Planning Advisory Committee decision making by providing detailed background research reports and data, direction and support for various options to approach application or staff recommendation for amendments, registrations, or de-registrations. They will help to facilitate meeting discussions to assist committee members with fully understanding request, implications for various options including legalities and appeal processes, and make appropriate recommendations to Council, thereafter, including advertising, public information meetings, and timelines.

Specifically, the Director shall carry out, or facilitate the carrying out of:

- a. application reviews for completeness and fees; and
- b. preparation of staff report and discussion papers; and

- c. drafting of potential options for amendments to bylaws, policies, agreements, or registrations; and
- d. prepare reports for Council; and
- e. prepare and advertise notice of public information sessions and public hearings; and
- f. review applications with Committee at PAC and Council; and
- g. advertise proposed meeting dates according to legislation and approval advertisements for public notification; and
- h. submit approved changes to the province for filing or approval; and
- i. notify application of decision.

Director of Planning shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best information to make a decision or recommendation to Council.

Membership

Membership on the Planning Advisory Committee shall include three elected representatives from town council and up to three members of the public, duly appointed by council pursuant to Section 200(6) of the *Municipal Government Act*. Members of the public appointed to this committee must have a strong base of community knowledge and history of neighbourhoods and be willing and able to attend numerous public information and PAC meetings throughout the year, interpreting and administering complex regulatory processes and rules.

Reporting Relationship

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

Duration of Mandate

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

Frequency of Meetings

Meetings of the Planning Advisory Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

Notwithstanding Robert's Rules of Order, no decisions may be made at any Planning Advisory Committee meeting unless at least two elected representatives and two community representatives are present.

Agenda, Minutes and Resolutions

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

Conflict of Interest

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

Code of Conduct

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

Resources

Planning Advisory Committee shall have access to the resources of the Director of Planning and other Planning Department staff through the Director of Planning, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs or consultant fees shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Planning Advisory Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee shall oversee and facilitate the implementation of the Town's MPS and LUB documents, as well as Heritage Bylaw, by giving advice to the Director of Planning, but shall not change the terms and conditions of planning policies or processes or expend funds.

Confidentiality

All meetings of the Planning Advisory Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

At least bi-annually, Director of Planning and Chairperson shall provide a written report to Council concerning the committee's work plan, as well as focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the committee's work.

Responsibilities

Planning Advisory Committee shall be responsible for overseeing a fair and transparent public review process of applications for planning changes including planning strategy amendments, zoning and mapping changes, development agreement applications, and other similar general planning matters. The Committee shall review and analyze information brought before it, seek additional information, when necessary, discuss options, and make timely decisions and make recommendations to Council that are in the best interests of residents, neighbourhoods, and businesses. Planning Advisory Committee shall endeavour to carry out the following functions:

- a. ensure that the proposal conforms with the purpose and intention of the MPS and LUB, along with other regulations; and
- b. ensure that the proposed registration or de-registration meet the requirements of the Heritage Bylaw and Heritage Property Act; and
- c. that the proposal is not inappropriate in that it does not create an undue financial hardship on the Town, there is adequate water, sewer, stormwater

- capacity, and fire protection to meet the current and future needs of the development; and
- d. there are adequate recreation, park, and community facilities nearby to support the recreational and social needs of residents; and
 - e. road networks in, adjacent to, and leading to the proposed development in terms of ability to handle additional traffic volumes and types that the developments will generate; and
 - f. the potential for contamination of watercourses, or the creation of erosion sedimentation and/or flooding conditions; and
 - g. the potential for damage to, or destruction of, important and designated historical and heritage buildings and sites; and
 - h. adequacy of the development to address conflicts with current uses or adjacent uses related to types of use, height in comparison to neighbours, traffic generation and safe pedestrian access, parking, outdoor storage, hours of operation, signage, landscaping, buffering, not obstruct water courses, building separations for fire safety, architectural characteristics for planned use, site suitability related to soil conditions, slope, geological constraints; and
 - i. application is complete and meets the goals and objectives set out in the MPS and LUB; and
 - j. public information session feedback and public input during each process is fairly and reasonably considered; and
 - k. makes an unbiased and fact-based recommendation to Council in a reasonable time, always considering the future of Kentville demographics in 5-, 10-, and 20-years time.

Approved by Council:



Terms of Reference

KENTVILLE WATER COMMISSION (KWC)

Purpose

Kentville Water Commission (KWC) is empowered to provide governance and oversight of Town of Kentville's public ground water system and ensures the safety of the water supply through the development and implementation of a source water protection plan, providing potable water to over 3180 domestic accounts and nearly 60 industrial accounts each day through the treatment and distribution of up to 1,200,000 gallons of water a day during peak times, including customers within Municipality of the County of Kings.

Authority

An Act to Establish a Water Commission for the Town of Kentville, being Chapter 79, of the Statutes of Nova Scotia, 1962 authorizes the creation of the corporate body, Kentville Water Commission with power to operate and oversee Kentville's water utility.

Section 106 of the Nova Scotia *Environment Act* and associated regulations requires the Town to develop, implement and oversee a Source Water Management Protection Plan.

Scope

The scope of the Kentville Water Commission shall include the exclusive control, management and operation of the Kentville water utility, including real and personal property used in connection with the utility. The Commission shall be responsible for undertaking the following issues:

- a. review and approve an annual water utility operating and capital budget, as well as projected three-year operating and capital budgets; and
- b. review and approve long term borrowing and issuance of debentures; and
- c. review operational plans, policies, and processes
- d. provide input into, review, and support the submission of an annual report to Nova Scotia Regulatory and Appeals Board; and
- e. review and adopt annual consolidated water utility financial statements, as well as review internal control letter and management response; and
- f. develop and implement a source water protection plan; and
- g. general community education matters related to water and water protection.

Kentville Water Commission is hereby proclaimed as the Kentville Source Water Protection Committee for the purposes of the *Environment Act*.

Role of Chairperson

The Chairperson is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Commission, including the provision for adoption of annual water utility operating and capital budgets, annual water department reports, compliance with analytical monitoring and reporting, and development and implementation of source water protection plans.

The Chairperson shall also ensure that Kentville Water Commission's performance is reviewed annually.

Role of Vice Chairperson

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

Role of Nova Scotia Environment

Nova Scotia Environment, through their Manager of Water Resources, is responsible as the lead agency for provincial oversight of Kentville's water resource management. The compliance division is responsible for environmental protection through the processing applications, issuing approvals for water supply, treatment and / or distribution system operations, construction and water withdrawals, classifying water and wastewater treatment systems, water distribution systems and wastewater collection systems, inspection and monitoring of approvals, as well as enforcement activities and response to public issues and complaints.

Nova Scotia Environment's Science Division is responsible for developing and implementing plans, standards, guidelines, and policies for the management and protection of Nova Scotia's water resources, including certifying Kentville's operators, and issuing municipal water approvals to operate, construct, and withdrawing water.

Role of Nova Scotia Regulatory and Appeals Board

Nova Scotia Regulatory and Appeals Board is responsible for reviewing applications for water rates and services, along with adjudicating on Water Commission requests for capital expenditures above \$250,000.

Role of Director of Engineering and Public Works

Director of Engineering and Public Works will be responsible to support Kentville Water Commission with decision making by providing detailed background

research reports and data, direction and support for various options for water services including public safety, water protection and conservation, capital projects, and water rates. They will help to facilitate meeting discussions to assist Commission members with fully understanding water utility operations, implications for various options including legalities, costs, and safety implications, and make appropriate recommendations to Council.

Director of Engineering and Public Works shall lead the research and report writing aspect of the Commission's work to ensure the Commission has the best information to make a decision or recommendation to Council.

Membership

Membership on the Kentville Water Commission shall include the following:

- a. three elected representatives from Council with Mayor acting as Chairperson; and
- b. one representative from Municipality of the County of Kings; and
- c. one representative from Kentville Fire Department; and
- d. two citizen representatives.

All members shall be duly appointed by Council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to the Commission must be serviced by Kentville Water or live within the source water protection area, have a strong understanding of water safety issues and be willing to learn and apply practical approaches to water use, conservation, chemical analysis and standards, and support the importance of safe public drinking water.

Reporting Relationship

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

Duration of Mandate

The mandate of the Kentville Water Commission shall be from December 1, 2025, to November 30, 2027, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of Council according to policy.

Frequency of Meetings

Meetings of the Kentville Water Commission shall be held on such day and time as the Commission decides at the first meeting of the Commission. Additional meetings may be held, or the above meeting dates and times changed, when

agreed to by a majority of the Commission and prior notification is provided to Commission members. Meetings shall be held not less than quarterly.

Quorum Requirements

No decisions may be made at any Kentville Water Commission meeting unless a quorum of a majority of the members duly elected to the Commission are present and actively participating.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Kentville Water Commission shall be provided to each member of the Commission within a reasonable time after the conclusion of such meeting. Director of Engineering and Public Works will endeavour to provide each member of the Commission with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

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

Code of Conduct

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

Resources

Kentville Water Commission shall have access to the resources of the Director of Engineering and Public Works and other Engineering and Public Works Department staff through the Director of Engineering and Public Works, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs or consultant fees shall be made by the Commission through the Chairperson to Council, on an as needed basis.

Decision Making Process

All decisions of the Kentville Water Commission shall be made by majority vote of Commission members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Commission shall oversee and facilitate the

implementation of Kentville Water Commission and its legislated Source Water Protection Plan by giving advice to the Director of Engineering and Public Works but shall not change the terms and conditions of Water Commission policies or processes or expend funds.

Confidentiality

All meetings of the Kentville Water Commission are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the Commission shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

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

Reporting

At least bi-annually, Director of Engineering and Public Works and Chairperson shall provide a written report to Council concerning the Commission's work plan, as well as focus and directions. Should council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Commission's work.

Responsibilities

Kentville Water Commission shall be responsible for reviewing and analyzing information brought before it, seek additional information, when necessary, discuss options, and make timely decisions and make recommendations to Council that are in the best interests of domestic and industrial water customers, and the future growth and development of Kentville.

Kentville Water Commission shall endeavour to carry out the following functions:

- a. ensure the regular testing of Kentville's drinking water supply is carried out to monitor according to Guidelines for Monitoring Public Drinking Water Supplies; and
- b. ensure that notification is provided to Nova Scotia Environment should a water test not meet drinking water quality criteria; and

- c. take corrective action related to any Orders issued by the Minister of Environment or Administrator; and
- d. ensure that Kentville's drinking water supply does not exceed maximum acceptable concentrations or interim maximum concentration for substances listed in the most recent version of Health Canada's Guidelines for Canadian Drinking Water Quality, as amended from time to time; and
- e. preparing and applying for water withdrawal approval and ensure such permits remain valid for the life of the water utility; and
- f. complying with all terms and conditions of water utility operating approval, including source water protection, treatment, operations, monitoring, recording, and reporting; and
- g. ensuring the water utility has sufficient financial and human resources to operate the utility safely and competently; and
- h. ensuring that the utility is complying with and following all accounting, financial and reporting requirements as set out in the Water Utility Accounting and Reporting Handbook; and
- i. preparing and submitting an annual performance report, including design values, maximum daily flows and average daily flows, and other required parameters on a per month basis; and
- j. preparation and submission of an annual sampling plan to Nova Scotia Environment, including compliance monitoring, process and response monitoring and source water protection monitoring; and
- k. planning for and preparing costs and budgets for future capital upgrades, extensions, and replacement facilities and infrastructure; and
- l. preparing and regularly updating facility operations manuals, processes, and policies; and
- m. carrying out source water protection testing and sampling; and
- n. making unbiased and fact-based recommendations to Council in a reasonable time, always considering the future of Kentville's water supply and needs, along with public safety.

Approved by Council:



Town of Kentville Bylaw 100

Board of Police Commissioners

BE IT ENACTED by the Council of Town of Kentville under the authority of the *Municipal Government Act*, Statutes of Nova Scotia, 1998, Chapter 18, and *Police Act*, 2004, Chapter 31, and amendments thereto as follows:

1. SHORT TITLE

This Bylaw shall be known as Bylaw 100 and may be cited as the "Board of Police Commissioners Bylaw".

2. DEFINITIONS

- 2.1. "Board" means Board of Police Commissioners for Town of Kentville.
- 2.2. "Chief" means Chief of Police, or their designate, of Kentville Police Service.
- 2.3. "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Kentville.
- 2.4. "Council" means Council of Town of Kentville.
- 2.5. "Member" means a member of the Board of Police Commissioners of Town of Kentville.
- 2.6. "Police Act" means the Police Act in force and effect in Nova Scotia on the date under consideration, as amended from time to time, and the associated regulations pertaining thereto.
- 2.7. "Town" means Town of Kentville.

3. BOARD ESTABLISHED

Board of Police Commissioners for Kentville is hereby established by Council.

4. PURPOSE

The purpose of Town of Kentville Board of Police Commissioners is to provide civilian governance and oversight of Kentville Police Service on

behalf of Municipal Council, carrying out its mandate within the scope of the *Police Act* and regulations, and this bylaw.

5. MEMBERSHIP

Pursuant to Section 44 of the *Police Act*, Council hereby establishes the Board of Police Commissioners with five members as follows:

- 5.1 Two members of Council, appointed by Council; and
- 5.2 Two members of the public appointed by Council who live in Kentville; and
- 5.3 One member of the public appointed by the Minister of Justice.
- 5.4 The Chief and Chief Administrative Officer shall receive notice of all meetings of the Board and are entitled to attend, but not to vote.
- 5.5 A member of the Board may be dismissed by the Minister, if the Minister appointed the member; or resolution of municipal council, if the council appointed the member.
- 5.6 All members of the Board shall be appointed by Council, excluding the representative of the province, and serve at Council's pleasure.

6. ROLE OF CHAIRPERSON

- 6.1 The Chairperson is responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Board, including the provision for adoption of annual budgets and workplans.
- 6.2 Prepares all meeting agendas in consultation with Chief of Police.
- 6.3 On behalf of the Board, the Chairperson or the Chairperson's delegate may give advice or direction, in writing, to the Chief on any matter within the jurisdiction of the Board under the *Police Act*, but not to other members of the police department.

7. ROLE OF VICE CHAIRPERSON

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

8. ROLE OF DEPARTMENT OF JUSTICE

Nova Scotia Minister of Justice has authority under Section 44(3)(c) of the *Police Act* to appoint a person to Town of Kentville's Board of Police Commissioners, with the same rights and obligations as all council appointees including council members and public members. It is expected that the Department of Justice will monitor the governance of Kentville Police Service through this appointee and the Board's annual report to the Minister.

9. ROLE OF CHIEF OF POLICE

- 9.1 Chief of Police is accountable to the Board with respect to the provision of policing in Kentville.
- 9.2 Chief of Police shall have the power to appoint, promote, suspend, dismiss and reinstate all members, special constables, bylaw enforcement officers and civilian employees of Kentville Police Service.
- 9.3 Chief of Police shall advise the Board with respect to the provision of efficient, effective and economical municipal police service delivery to the taxpayers of the Town and may in consultation with the Board undertake in a timely manner, research, strategic planning, policy development and implementation and the reporting of results, in response to inquiries by the Board pertaining to its community governance responsibilities, generally categorized as:
 - (a) the management, administration and operation of the police department;
 - (b) providing an effective community voice on matters pertaining to policing;
 - (c) civilian review of police service delivery;
 - (d) the maintenance of discipline within the police department;
 - (e) filing an annual report with the Board respecting, among other things, the initiation of programs and strategies implementing the department's priorities, goals and objectives;
 - (f) ensuring the quality of police service delivery by evaluation processes, including self-evaluation audits and quality assurance programs;
 - (g) developing and implementing organizational plans;
 - (h) promoting programs to enhance policing services;
 - (i) keeping generally informed of policing operations;
 - (j) ensuring police personnel are accountable to civilian authority; and

(k) filing with the Minister an annual report respecting the number of members, special constables, by-law enforcement officers and civilian employees employed by the police department;

- 9.4 Pursuant to Section 38 of the Police Act, Chief of Police has authority over the actual day-to-day direction of Kentville Police Service with respect to enforcement of law and the maintenance of discipline within the department.
- 9.5 Chief of Police is accountable to the Chief Administrative Officer with respect to the implementation of and compliance with Kentville administrative policies and procedures.
- 9.6 Chief of Police shall lead the research and report writing aspect of the Board's work to ensure the Board has the best information to make a decision or recommendation to Council.

10. REPORTING RELATIONSHIP

Board of Police Commissioners shall report directly to the Council of Town of Kentville and indirectly to the Chief of Police for operational and administrative support.

11. DURATION OF MANDATE

The mandate of the Board of Police Commissioners shall continue until November 30, 2027, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of council according to policy.

12. FREQUENCY OF MEETINGS

Meetings of the Board of Police Commissioners shall be held on such day and time as the Board decides at the first meeting of the Board. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the Board and prior notification is provided to Board members. Kentville Board of Police Commissioners' meetings shall be scheduled monthly.

13. QUORUM REQUIREMENTS

No decisions may be made at any Board of Police Commissioners meeting unless a majority of those persons duly elected are present and actively participating.

14. AGENDA, MINUTES, AND RESOLUTIONS

Minutes and recommendations of the Board of Police Commissioners shall be provided to each member of the Board within a reasonable time after the conclusion of such meeting. Chief of Police will endeavour to provide each member of the Board with the agenda and required supporting documentation at least five days prior to each meeting.

15. CONFLICT OF INTEREST

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

16. CODE OF CONDUCT

All Board members must acknowledge receipt of and agree to adhere to the Town's Code of Conduct Policy and Nova Scotia Police Act Code of Conduct regulations.

17. RESOURCES

Board of Police Commissioners shall have access to the resources of the Chief of Police and other Kentville Police Services staff through the Chief of Police, to undertake the required research it needs to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for staffing costs must be made by the Board through the Chairperson to council, on an as needed basis.

18. DECISION MAKING PROCESS

All decisions of the Board of Police Commissioners shall be made by majority vote of Board members. Where a majority is not forthcoming, the vote shall be determined in the negative.

19. CONFIDENTIALITY

All meetings of the Board of Police Commissioners are public, except those matters deemed to be private and confidential in nature and subject to Section 51 of the *Police Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request.

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

20. COMMUNICATIONS

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

21. REPORTING

At least bi-annually, Chief of Police and Chairperson shall provide an oral and written report to Council concerning the Board's work plan, as well as focus and directions. Should council require additional oral presentations, they may be requested of the Chairperson at any time if council wishes to have further clarification or reporting on the Board's work.

22. RESPONSIBILITIES

Board of Police Commissioners shall be responsible for:

- 22.1 civilian governance on behalf of the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Town; and
- 22.2 the administrative direction, organization and policy required to maintain an adequate, effective and efficient police department, but the board shall not exercise jurisdiction relating to
 - (a) complaints, discipline or personnel conduct except in respect of the chief officer of the municipal police department;
 - (b) a specific prosecution or investigation; or
 - (c) the actual day-to-day direction of the police department; and
- 22.3 prepare in consultation with Chief of Police, and submit to Council each January, a proposed operating and capital budget for policing services for the ensuing fiscal year.
- 22.4 monitoring gender, ethnic and minority group issues and making recommendations concerning these matters to the Chief of Police; and

- 22.5 ensuring that community needs and values are reflected in policing goals and methods; and
- 22.6 acting as a conduit between the community and the police service providers.
- 22.7 Without limiting the generality of subsection 22.1, the Board shall
 - (a) determine, in consultation with the Chief, priorities, objectives and goals respecting police services in the community;
 - (b) ensure the Chief establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
 - (c) ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
 - (d) ensure that police services are delivered in a manner consistent with community values, needs and expectations;
 - (e) act as a conduit between the community and the police service providers;
 - (f) recommend policies, administrative and organizational direction for the effective management of the police department;
 - (g) review with the Chief information provided by the Chief respecting complaints and internal discipline;
 - (h) ensure a strategic plan and business plan is in place; and
 - (i) ensure the department is managed by the Chief according to best practices and operates effectively and efficiently.
- 22.8 The Board shall ensure the Town has a written policy respecting extra-duty employment by members of Kentville Police Service that
 - (a) defines extra-duty employment;
 - (b) provides that requests for a member of the police department to be employed on extra duty be made to the Chief;
 - (c) require that a member of the police department engaged in extra-duty employment be in uniform except where the Chief determines that plain clothes are required; and
 - (d) require that at all times while on extra duty the member of the police department is under the orders of the police department and no one else.
- 22.9 The Board shall ensure the Town has a written policy respecting off-duty employment by members of its police department and the policy shall
 - (a) define off-duty employment;

(b) set policy guidelines regarding permitted and prohibited off-duty employment;

(c) prohibit a member of the police department from engaging in the business of serving civil process documents or in the private investigator or private guard business; and

(d) prohibit a member of the police department from being in uniform while engaged in off-duty employment.

22.10 The Chief shall determine whether employment is extra-duty employment or off-duty employment and whether a particular kind of off-duty employment is permitted or prohibited within the off-duty police policy.

23. REPEAL

Town of Kentville Board of Police Commissioners Bylaw, Chapter 108, approved by Council on the 24th day of October, 2022, including any amendments thereto, is hereby repealed.

CLERK'S ANNOTATION FOR OFFICIAL BYLAW BOOK

Date of first reading: September 29, 2025

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of Bylaw:

Date of mailing a certified copy to Minister:

Effective Date:

I certify that this Board of Police Commissioners Bylaw was adopted by Council of the Town of Kentville on the _____ day of _____, 2025, and published as indicated above.

Clerk

Date

Green Municipal Fund Local Leadership for Climate Adaptation

Meeting Date: September 8, 2025
Department: Public Works

RECOMMENDATION

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

SUMMARY

The Green Municipal Fund's Local Leadership for Climate Adaptation (LLCA) supports necessary feasibility and design costs to assess the viability of climate adaptation projects. The fund supports municipalities in determining the practicality and viability of proposed projects by examining a project's financial, technical, legal, and operational aspects, as well as scheduling and other relevant factors.

Town staff identified the fund to review the proposed recommendations for Area 4 within the 2025 Stormwater Management Master Plan. The plan recommends extending the existing berm and replacing pipes throughout Area 4, which includes Crescent Avenue and the Kentville Curling Club. At this time, further work is needed to determine the viability of berm extension, and solutions must be explored to implement the proposed recommendations.

This is the second fund that staff will submit to support the feasibility and design work for Area 4. In the spring of 2025, after Council approval, staff submitted an application to the Sustainable Community Challenge Fund (SCCF). The funding would also support the cost of a design and construction plan for stormwater infrastructure improvements in Area 4. Staff selected Area 4 for funding because it aligns with current funding priorities, given that the area is impacted by a tidal river connecting to the Minas Basin. By submitting to both funds, Local Leadership for Climate Adaptation and the Sustainable Communities Challenge Fund, the Town could stack SCCF and LLCA funding to support the project, reducing the match funds required by the Town of Kentville.

At this stage, staff are seeking Council approval for the Green Municipal Fund Local Leadership for Climate Adaptation submission. Approving the submission is not a budgetary commitment. If funding is awarded, Council can then decide whether to allocate the additional costs in the 2026-2027 budget deliberations. If approved by Council, Staff will submit the application by October 28th, 2025.



RELATED COUNCIL DISCUSSIONS

- Stormwater Management Master Plan
- Sustainable Community Climate Fund (SCCF) Application 2025

IMPORTANT DATES OR BENCHMARKS

- Application is due by October 28th, 2025
- Funding is expected to be awarded in the spring of 2026

BUDGET IMPLICATIONS

Staff are currently finalizing projected costs. If funding is awarded, the maximum amount of contribution from LLCA would be \$70,000. If awarded, Council can then decide whether to allocate the additional project's costs in the 2026-2027 budget deliberations.

RECOMMENDATION

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

Provincial Growth and Renewal for Infrastructure Development Program (GRID)

Meeting Date: September 8, 2025
Department: Public Works

RECOMMENDATION

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

SUMMARY

The Province of Nova Scotia has launched the second round of funding of the Growth Renewal for Infrastructure Development (GRID) Program. The program supports the costs to address critical capacity of municipal infrastructure, including;

- Water, wastewater and stormwater
- Accessibility enhancements
- Climate change adaptation

The Program may fund up to 50% of eligible costs. The remaining costs would be financed by the municipality or additional grant funding. In 2024, the province stated that the total program will be 15 million annually for the entire province.

Eligible costs include:

- Engineering services and project management
- Design as a standalone project
- Construction inspection and administration
- Construction and equipment acquisition as per plans and specifications

In 2025, the Town of Kentville was awarded the first round of GRID funding to complete critical infrastructure upgrades. These upgrades included replacing 500 meters of storm pipe systems and 500 meters of existing sidewalk with accessibility enhancements between 414 Main St. (NSLC) and Prospect Ave., which is considered Phase 1 of a two-phase project.

Staff wish to apply for the 2026-2027 GRID Program for Phase 2, which would replace storm pipe systems and enhance existing sidewalks on both sides of the street with accessibility measures between 495 Main St. (Canada Post) and 414 Main St. (NSLC).

GRID Projects Phase 1 and Phase 2



At this stage, staff are seeking Council approval for the GRID Phase 2 submission. Approving the submission is not a budgetary commitment. If funding is awarded, the Council can then decide whether to allocate the additional 50% of the project's costs in the 2026-2027 budget deliberations. If approved by Council, Staff will submit the application by October 9th, 2025.

RELATED COUNCIL DISCUSSIONS

- Stormwater Management Master Plan
- 2025-2026 GRID Phase 1 Application

IMPORTANT DATES OR BENCHMARKS

- Application is due by October 9th, 2025
- Funding is expected to be awarded in early 2026

BUDGET IMPLICATIONS

Staff are currently finalizing projected costs. If funding is awarded, the Council can then decide whether to allocate the additional 50% of the project's costs in the 2026-2027 budget deliberations.

RECOMMENDATION

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

July 7, 2025

The Honourable Becky Druhan
Minister of Justice
1690 Hollis Street
Halifax, NS B3J 2L6

Dear Minister Druhan,

I am writing on behalf of the Nova Scotia Association of Police Governance (NSAPG), which serves as the collective representative of all police boards across the province. We wish to bring to your attention several matters of ongoing concern related to the recently released Policing Review documents, which we believe have significant implications for public safety, law enforcement operations, and the civilian governance and oversight of police services in Nova Scotia. As President and based on the conclusions of NSAPG's Board meeting held on July 3, 2025, I respectfully submit this correspondence for your consideration and welcome the opportunity to engage further on these important and shared provincial-municipal concerns.

At the outset, we wish to commend the Department of Justice and Deloitte Canada on the scope, depth, and clarity of the "Comprehensive Nova Scotia Policing Review." The Foundational Changes outlined in this report are forward-thinking and present a meaningful opportunity to modernize law enforcement in our province. In particular, the Board solidly supports a unified Records Management System (RMS), which we believe will greatly enhance efficiency and information-sharing across jurisdictions. We also endorse the move to ensure equitable staffing levels across the province. Your current work on strengthening policing standards is a much-needed step toward ensuring that all Nova Scotians receive consistent and adequate public safety services.

Nonetheless, the Board has identified several key concerns that we believe require further review and discussion. Chief among them is the assumption embedded in the report that the RCMP should automatically serve as the provincial police force. While Deloitte's report states that the term "Provincial Police Service" may refer to the RCMP, a newly established provincial service, or both, we are concerned by the Department of Justice's apparent decision to interpret this as an exclusive endorsement of the RCMP. In our view, such a default position is unwarranted and appears inconsistent with the RCMP's documented performance challenges within the province. *Unless and until compelling evidence is presented to justify the RCMP's continued designation as Nova Scotia's provincial police service, we must respectfully but firmly object to this presumption.*

Additional concerns raised by the Board include:

- What are the proposed funding mechanisms for implementing the foundational changes?
- How will the Department address persistent staffing shortages, particularly within RCMP-policed municipalities?
- When will the Department resolve delays in appointing ministerial representatives to municipal police boards, as required under the Nova Scotia Police Act?
- Many municipal police services have established successful regional partnerships for specialized services. What is the rationale for replacing these proven arrangements with new, untested shared service models?

While we will reserve further comments for future correspondence, we must emphasize that the NSAPG--and by extension, the police boards of Nova Scotia which we represent--expects to be meaningfully engaged in the ongoing development and implementation of the recommendations stemming from the policing review. Civilian oversight is a foundational element of accountable policing, and the role of police boards must be maximized in this critical period of reform.

We appreciate your attention to these matters and your continued efforts to advance public safety across Nova Scotia. I would be pleased to discuss any of the points raised above in more detail at your convenience. We remain committed to working collaboratively with the Department to help shape a modern, effective, and community-responsive policing model for our province.

Sincerely,

Virginia Brooke

President, Nova Scotia Association of Police Governance

mvtbrooke@gmail.com

cc: Ms. Haley Crichton, DOJ
Ms. Charcy Marchand, DOJ



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • JustMin@novascotia.ca

July 25, 2025

Via Email: mvtbrooke@gmail.com

Ms. Virginia Brooke
President
Nova Scotia Association of Police Governance

Dear Ms. Brooke,

RE: NSAPG - Initial response to Policing Review Documents

Thank you for your letter dated July 7, 2025, on behalf of the Nova Scotia Association of Police Governance (NSAPG). I appreciate your thoughtful engagement with the Comprehensive Nova Scotia Policing Review and your commitment to strengthening civilian oversight and public safety across our province.

I would like to acknowledge the important role that NSAPG and municipal police boards play in ensuring accountable, community-responsive policing. Your feedback is both timely and valued as we move forward with the implementation of the review's recommendations.

The Comprehensive Policing Review, conducted by Deloitte Canada, represents the most extensive evaluation of policing in Nova Scotia in decades. It was informed by the voices of over 7,000 Nova Scotians and shaped by the findings of the Mass Casualty Commission. The review concluded that our current policing model is fragmented, inconsistent, and not fully equipped to meet the evolving needs of our communities. In response, the Department of Justice has committed to a series of foundational changes that will modernize and strengthen policing across the province.

I appreciate the NSAPG's acknowledgement of the scope, depth, and clarity of the review; your recognition of the meaningful opportunity that the foundational changes present to modernize law enforcement in our province and your support of a unified Records Management System, equitability of staffing levels and the strengthening of police standards. We share the important goals of ensuring that Nova Scotians receive consistent and adequate public safety services.

I would like to take this opportunity to outline in additional detail the six foundational changes to provide further information and address your questions:

- We will implement a single, province-wide Police Records Management System (RMS). This will replace the three separate systems currently in use and enable real-time data sharing, improved investigative coordination, and more efficient service delivery across jurisdictions.
- We are introducing new Community Safety Personnel to support public safety in non-criminal contexts. These professionals will work alongside police to address issues such as mental health crises, wellness checks, and community outreach, thereby allowing sworn officers to focus on core policing duties.
- We are committed to ensuring appropriate staffing levels across all regions of the province. Further direction from the Department of Justice will be provided to address disparities and ensure that all communities—urban and rural—receive equitable levels of service. Addressing staffing shortages, particularly in RCMP-policed municipalities, is a top priority. We are working closely with federal partners and local governments to identify sustainable solutions.
- We will establish Community Safety Boards to enhance localized civilian oversight. These boards will complement existing police boards and provide a platform for community input, particularly in areas currently lacking formal governance structures. We acknowledge the delays in appointing ministerial representatives to the existing municipal Board of Police Commissioners and are actively working to resolve these as part of our broader governance reforms.
- We are strengthening provincial policing standards. While new standards were introduced in 2024, we recognize the need for consistent enforcement. Going forward, compliance will be monitored through regular audits and performance evaluations, and agencies that do not meet the standards may be required to contract services or independently invest in the meeting the standards. The rationale for reviewing existing regional partnerships is to ensure consistency, accountability, and alignment with provincial standards. However, we recognize the value of successful local arrangements and will consider them carefully in the transition process.
- We are introducing a revised billing mechanism for municipalities policed by the Royal Canadian Mounted Police (RCMP). This new model will ensure greater transparency and fairness by aligning costs more closely with actual service levels and community needs.

With respect to your concerns regarding the designation of the RCMP as the provincial police service, the review explicitly states that the term “Provincial Police Service” may refer to the RCMP, a newly established provincial service, or both. Deloitte also recommends that Nova Scotia move to expand the RCMP as our provincial police service in advance of making determinations in the future regarding a new provincial police service provider. We are continuing to evaluate all options, and any decision will be based on evidence, performance, and the best interests of Nova Scotians.

Furthermore, I want to assure you that the Department of Justice is working toward detailed implementation of the foundational changes, including the costs associated with these changes, and there remains a significant number of decisions to be made.

We are committed to meaningful engagement with NSAPG and all stakeholders throughout this process. Civilian oversight is a cornerstone of democratic policing, and your continued involvement will be essential as we shape a modern, effective, and community-centered public safety model for Nova Scotia. I understand that you are in regular contact with Charcy Marchand, Director of Public Safety and Policing. I encourage you to remain engaged in these conversations and will ensure you are kept apprised of any further developments.

Thank you again for your leadership and advocacy. I look forward to continued collaboration in the months ahead.

Sincerely,



Becky Druhan
Attorney General and Minister of Justice

cc. Hayley Crichton, Executive Director, Public Safety and Security Division
Charcy Marchand, Director, Public Safety and Policing

September 4, 2025.

Mayor Andrew Zebian and Members of Council
Town of Kentville
354 Main Street
Kentville, NS
B4N 1K6

Dear Mayor Zebian and Council Members,

We are writing to commend you on your recent decision to reinstate water fluoridation in the municipal water supply following its period of inactivation. This is a brave and forward-looking decision, grounded in science and evidence-based information, and it reflects a steadfast commitment to the health and wellbeing of your community.

Your leadership sets an exemplary model of municipal best practice, investing not only in immediate public health but also in the long-term wellbeing of residents of Kentville. This decision underscores Kentville's history of thoughtful investment in infrastructure and community development, reaffirming the town's dedication to creating a healthier future.

We are confident this choice will stand as a legacy of vision and community responsibility, and we hope it also paves the way for long-standing collaboration between the Town of Kentville and Public Health. Together, we can continue to strengthen the foundations of community health and ensure lasting benefits for generations to come.

With sincere appreciation,



Dr. Rim Zayed
Regional Medical Officer of Health
Public Health – Western Zone
Nova Scotia Health



Marsha Pothier-Foote
Director Public Health – Western Zone
Nova Scotia Health