



## **Policy 104 PUBLIC CONSULTATION**

### **1. Policy Purpose**

The purpose of this policy is to provide opportunities for public participation and discussion in local government matters where decisions are likely to directly impact residents or businesses.

### **2. Policy Goal**

The goal of this policy is to clearly set out when it is appropriate to consult with, or provide information to, members of the public regarding Town policies, processes, programs, services, and infrastructure in a public forum.

### **3. Definitions**

- a. "Chief Administrative Officer" means Chief Administrative Officer or their designate for Town of Kentville.
- b. "Council" means council of the Town of Kentville.
- c. "Town" shall mean Town of Kentville.

### **4. Legislation**

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

### **5. Public Engagement**

- a. Council may, at its discretion, chose to hold public participation, public information, town hall, public forums, or other similar public meetings from time to time related to specific issues that Council deems important. The Mayor may also choose to hold similar meetings that are not required to be set by Council.
- b. During public engagement meetings, residents of Kentville, or business owners in Kentville, shall be given the opportunity to address Council, or during the public engagement, to share their thoughts or ideas for a pre-determined time length established by the Chairperson of the meeting.

- c. Town of Kentville does provide regular information to residents on its website and social media platforms. These sites are for sharing information only and not for responding to each comment or question as they are not actively monitored. Individuals seeking responses to questions must email a council member or staff person directly.

## **6. Public Feedback**

- a. Individuals or groups are welcome to submit letters or emails, or contact members of Council directly to share their thoughts or ideas about any municipal issue at any time.
- b. When letters or emails are sent to individual council members or council as a whole, responses may be provided depending on the nature of the letter or email, and the number of letters or emails received by the recipient(s). Official communication related to this policy shall come from the Mayor.
- c. Any correspondence by letter, email, or on-line that supports or promotes hate or intolerance, violence, or other forms of discrimination or racism will not be responded to and the individual or business may be blocked from further attempts to contact the Town.

## **7. Meeting Documents**

- a. Prior to meetings of Council Advisory Committee and Council, the full agenda for such meetings shall be posted on the Town's website for public viewing.
- b. When available and appropriate, reports that are to be presented at Council Advisory Committee and Council meetings may also be posted on the Town's website prior to the meeting taking place, considering confidentiality, privacy, and relevance.

## **8. Requests for Presentations**

- a. Incorporated or long-established informal groups may request to make a presentation to the Town to share information related to their programs and services, if the nature of the presentation is directly related to Town operations or is now, or will in the near future, impact Town residents and businesses and is within the legal purview of the Town.
- b. Organizations seeking funding shall submit letters of request or grant applications to the Town and shall not seek permission to make their funding request directly to Council through a presentation. If a

presentation is needed, Council will make that request of the organization.

- c. Council shall not make any funding or grant decisions at the same meeting that any such request is made.
- d. Residents or business owners in Kentville, or informal groups now established in Kentville, requesting to address Council shall do so through the Public Comment section at the end of Council Advisory Committee meetings and the subject matter must be directly related to an item on the current meeting agenda. Persons making comments shall be allowed up to three minutes each, and such time is not transferable.

## 9. Intolerance

The Chairperson of Council, or any Committee or Board established, or under the direction of the Town, shall ensure that all meetings are held with civility and respect. Any person who speaks or displays intolerance through words, actions, signage, or other means, shall be refused the opportunity to address the assembly or have their time halted. If the individual persists, the Chairperson shall take steps to have the person(s) removed from the meeting.

## 10. Repeal


Policy G64, Public Engagement and Participation at Council Meetings Policy, approved on the 17th day of January 2017, is hereby repealed.

Seven Day Notice of Policy: December 8, 2025

Council Approval: December 15, 2025

In Effect: December 15, 2025

This is to certify that Policy 104, Public Consultation, was approved by Town Council on the 15th day of December, 2025.

  
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Mayor  
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Clerk