

Town of Kentville Special Board of Police Commissioners Meeting

April 30, 2026, 11:00 am, Kentville Town Hall and online

Purpose: Open meeting to formally confirm prior direction and advance the Police Chief's performance appraisal process

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. BUSINESS ARISING

- (a) Terms of Reference for the Police Chief Performance Appraisal Working Group

Recommended Motion:

That the Kentville Board of Police Commissioners adopt the terms of reference for the Police Chief Performance Appraisal Working Group as presented

- (b) Confirmation of Police Chief Performance Appraisal Working Group

Recommended Motion:

That the Kentville Board of Police Commissioners confirm the creation of a Police Chief Performance Appraisal Working Group, as discussed at the previous Board meeting, for the purpose of preparing draft appraisal tools, timelines, and process recommendations for consideration by the full Board.

And further, that the working group has no decision-making authority and will report its recommendations back to the full Board of Police Commissioners for discussion and formal approval.

- (c) Confirmation of Working Group Membership

Recommended Motion:

That the Police Chief Performance Appraisal Working Group include interim Chair Samantha Hamilton, Commissioner Paula Huntley, and Commissioner Penny Hart, with the understanding that its work is administrative and preparatory only and that all final decisions remain with the full Board.

- (d) Review and Finalization of Police Chief Performance Appraisal Documents

Discussion and Action:

- Review all draft documents, including:

- Police Chief Performance Evaluation (Commission version)
- Police Chief Self-Evaluation
- Deputy Chief Feedback Form
- Scoring guidelines and definitions
- Confirm inclusion of:
 - Wellness / self-care considerations
 - Interests and goals (including personal development)
- Make any required revisions
- Confirm the evaluation framework and scoring approach
- Confirm the process for annual and any catch-up evaluations

Recommended Motion:

That the Board of Police Commissioners approve and adopt the Police Chief Performance Appraisal package as presented (or as amended) and direct that the process proceeds in accordance with the approved framework.

(e) Direction on Next Steps and Timelines

- Confirm timeline for:
 - Chief's self-evaluation submission
 - Deputy Chief feedback
 - Commissioner evaluations
 - Final review and completion
- Confirm who will coordinate and track progress

5. NEW BUSINESS

6. DATE OF NEXT MEETING

7. ADJOURNMENT