



POLICY

Committees of Council	
Policy Number: 110-001	Supersedes Policy Number: 110-002 Committee Procedures
Effective Date: 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19	Approval By Council (Motion Number): 19-08-96 03-12b-14 19-01-15 26-02-18 26-01-22 16-07-22

1.0 Purpose

The purpose of this policy is to outline the role and operation of committees under the jurisdiction of the Town.

Section 26 of the [Municipal Government Act](#) enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

This Policy is applicable to all committees of council, and their appointed members, within the Town of Wolfville.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- 4.3 **Majority** is fifty percent plus one
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

5.0 Policy

- 5.1. This policy shall apply to all committees of council unless otherwise stated in the respective policies or bylaws.
- 5.2. **Committees of Council**



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5.2.1 Council shall have the following Committees of Council – Committee of the Whole, RCMP Advisory Committee, Source Water Protection Committee, Planning Advisory Committee, Audit Committee and Accessibility Committee.

5.2.1. Planning Advisory Committee will serve as the Heritage Advisory Committee.

5.3. Membership

5.3.1. The Mayor and CAO will recommend Councillor appointments to Committees under Sections 5.2, 5.8 and 5.10 of this Policy, excluding Committee of the Whole, to Council in November of each year.

5.3.2. Recommendations in Section 5.3.1 will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e., family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair to all Council members and to distribute the workload amongst all Council members.

5.3.3. Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.

5.3.4. Applications for citizen appointments to committees shall be invited by public advertisement. Council will review all applications and select citizen appointments to committees in December of each year.

5.3.5. The Mayor shall be an ex-officio voting member on all committees of council.

5.3.6. Committees will be chaired by a seated member of council unless mandated by a higher legislation.

5.3.7. Any citizen member on a committee shall take a leave for one term following two consecutive terms.

5.4. Scheduling

5.4.1. Council shall approve a meeting schedule in December of every year for the following January – December calendar year.

5.4.2. All Council, Committee of the Whole (including full day meetings and special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included on the schedule.

5.5. Qualifications

5.5.1. Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by council. All committee appointments are made at the discretion of council.



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- 5.5.2. Any citizen member on a committee is eligible for reappointment subject to Section 5.3.
- 5.5.3. Any citizen member of a committee, who is absent from three (3) consecutive meetings of the same committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term subject to Section 5.3.

5.6. Rules of Engagement

- 5.6.1. A majority of the members of a committee constitutes a quorum.
- 5.6.2. All committees shall meet in accordance with their Terms of Reference (see attached Appendices).
- 5.6.3. Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.
- 5.6.4. Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the chair with advanced notice to all members and the CAO.
- 5.6.5. Special meetings of Committee of the Whole may be called by the Town Clerk, upon request of the Mayor and CAO, as required. The Town Clerk will aim to provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.
- 5.6.6. 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.
- 5.6.7. Subject to Section 22 of the *Municipal Government Act*, committee meetings are open to the public.
- 5.6.8. The role of all committees is limited to advising council unless otherwise stated in the bylaw or resolution governing that committee.
- 5.6.9. 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.
- 5.6.10. 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.
- 5.6.11. 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.

5.7. Administration



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- 5.7.1. The Town Clerk or designate 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.
- 5.7.2. Meeting agendas shall be prepared by the committee chair and staff representative and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.7.3. The Town Clerk, or designate, will strive to have all committee, Town Council and Committee of the Whole agendas circulated to committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.7.4. Agendas may be varied by an affirmative vote of the members present.
- 5.7.5. The minutes of all committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall cause copies of minutes of all committee meetings to be available to all councillors. All approved minutes shall be annotated as being approved once approved at a subsequent meeting.
- 5.7.6. Information or actions from a committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.
- 5.7.7. The Town Clerk, or designate, is responsible for providing a recording secretary for committee meetings.
- 5.7.8. The CAO is responsible for reviewing minutes of all committee meetings and for highlighting for council those items in the minutes which require council's attention.
- 5.7.9. The chair of any committee may request an opportunity to report on the minutes or may request a council member appointed to that committee to present the information or actions during the Committee Report to Council.
- 5.7.10. The CAO shall appoint a staff member or members as a liaison/resource member to all committees.
- 5.7.11. The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

5.8. Task Force Committees

- 5.8.1. Council may appoint special Task Force committees from time to time to undertake the review of a specific issue or short-term project and to remain in



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place only if there is a continuing need for the work of that task force as determined by council.

- 5.8.2. In appointing a Task Force committee, council shall fix clear terms of reference, a time schedule for the Task Force committee to report, and the procedure to be followed in the selection of a Task Force chair.

5.9. Working Groups

- 5.9.1. Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.9.2. Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
- 5.9.3. The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.

5.10. External/Partnership Committees

- 5.10.1. Council may participate on committees with other municipal partners via request or through Intermunicipal Service Agreements.
- 5.10.1.1. These committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
- 5.10.1.2. These committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
- 5.10.1.3. Subject to Section 22 of the *Municipal Government Act*, these committee meetings are open to the public.
- 5.10.2. Council may participate on committees with other partners via request or through established contracts or policies.
- 5.10.2.1. These committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
- 5.10.2.2. These committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.10.3. Council will appoint Council or citizen representatives to committees under 5.10.1 and 5.10.2 in accordance with Section 5.3.
- 5.10.3.1. Each Council or Citizen representative will provide monthly written updates on each committee to Committee of the Whole.



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6.0 Policy Review

This Policy will be reviewed every four years from effective/amended date.

7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

- 110-009 Accessibility Advisory Committee
- 120-015 Environmental Sustainability Committee
- 140-007 Audit Committee
- 610-001 Design Review Committee
- 760-002 Public Art
- 610-002 Planning Advisory Committee
- 910-001 Source Water Protection Advisory Committee

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Appendix A

Audit Committee Terms of Reference

1. Purpose

The purpose of the Audit Committee is to provide advice to Council on all matters relating to audit and finance. The objectives of the committee are to:

- i. Fulfil the requirements outlined in Section 44 of the *Municipal Government Act*.
- ii. Assist council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

2. Mandate & Responsibilities

2.1 Audit

- i. Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to council.
- ii. Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act.
- iii. Review with management and the external auditor, the annual audited financial statements and recommend the approval to council.
- iv. Review with management, the internal control management letter received from the auditors and recommend any changes to council, as required.

2.2 Finance and Risk Management

- i. Review with management the quarterly financial package to be presented to council and recommend approval.
- ii. Review with management annually all financial policies including those used in the preparation of the external financial statements.
- iii. Review with management the adequacy of internal controls.
- iv. Review with management, annually, risk management practices including insurance coverage.

3. References

3.1 [Nova Scotia Municipal Government Act](#)

3.2 [Policy 110-001, Committees Policy](#)

3.3 [Nova Scotia Municipal Finance Corporation Core Best Practices – Audit Committee](#)



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4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
 - i. The Mayor.
 - ii. To two-year terms – two members of council, in December
 - iii. To two-year terms – two members at large, in December
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 If a member of the committee vacates for any reason at any time before that member's term would normally expire, council shall appoint promptly a new member to the committee to hold office for the unexpired term.
- 5.5 Applications for appointment to the committee shall be invited by public advertisement.
- 5.6 Council will appoint a member of council to serve as chair in December.
- 5.7 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

5. Meeting

- 5.1 **Frequency**
The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.
- 5.2 **Quorum**
A majority of the voting members of the committee constitutes a quorum.
- 5.3 **Decision Making**
Majority (50% plus one)

6. Minutes

- 6.1 **Recording**
Minutes of each meeting are recorded by the Town Clerk or designate.
- 6.2 **Distribution**
Minutes are circulated to each Committee member and posted on Town website.



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7. Reporting

The Committee reports to Council at least four times per year.

8. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

<i>W. Bruden</i>	2022_07_19
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Appendix B

Accessibility Advisory Committee Terms of Reference

1. Purpose

The Accessibility Advisory Committee (AAC) provides advice to council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the Town of Wolfville become a barrier-free community and ensuring obligations under “*An Act Respecting Accessibility in Nova Scotia*” Chapter 2 of the *Accessibility Act (2017)* are met.

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Advise council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must:
 - 2.1.1 Include a report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers.
 - 2.1.2 Include information on procedures the Town of Wolfville has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services,
 - ii. Any proposed enactments or bylaws it will be administering; and
 - iii. Any other prescribed information.
 - 2.1.3 Advise council on the impact of Town of Wolfville policies, programs and services on persons with disabilities.
 - 2.1.4 Review and monitor existing and proposed Town of Wolfville bylaws to promote full participation of persons with disabilities, in accordance with the Act.
 - 2.1.5 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
 - 2.1.6 Advise and make recommendations about strategies designed to achieve the objectives of the Town’s Accessibility Plan.
 - 2.1.7 Receive and review information directed to it by council and its committees, and to make recommendations as requested.
 - 2.1.8 Monitor federal and provincial government directives and regulations; and
 - 2.1.9 Host community consultations related to accessibility in the Town of



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Wolfville.

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017](#)

4. Definitions

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council** means the Town Council for the Town of Wolfville.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5. Membership

- 5.1 The committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
 - i. The Mayor
 - ii. To two-year term – One (1) members of council, in December
 - iii. To two-year terms – three (3) members at large
 - iv. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.4 If a member vacates the committee for any reason at any time before that member's term would normally expire, council shall appoint promptly a new member to the committee to hold office for the unexpired term.
- 5.5 Applications for the appointment to the committee shall be invited by public advertisement.
- 5.6 The chair and vice chair will be appointed annually by the committee.

6. Meeting

6.1 Frequency



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The committee shall meet at least four times a year, or otherwise as required to fulfill the duties as outlined.

6.2 Quorum

A majority of the voting members of the committee constitutes a quorum.

6.3 The committee may receive presentations from the public upon approval of the chair.

6.4 Decision Making

Majority (50% plus one)

7. Minutes

7.1 Recording

Minutes of each meeting are recorded by the Town Clerk or designate.

7.2 Distribution

Minutes are circulated to each Committee member and posted on Town website.

8. Reporting

The Committee reports to Council at least four times per year.

9. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

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Appendix C

Planning Advisory Committee Terms of Reference

1. Purpose

The Planning Advisory Committee is responsible for providing clear and complete advice and policy options to Council on issues related to the development, standards, and planning of our town's spaces, specifically concerning:

- Land Use Planning
- Heritage Planning and Preservation
- Environmental Issues
- Building Standards
- Housing Issues
- Parks, Trails, Playgrounds and Open Space Planning
- Landscaping and Beautification of Municipal Property; and
- Any other related matter referred to this Committee by Council or by the Chief Administrative Officer

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Upon request of council, provide recommendations on planning and heritage issues.
- 2.2 To consider Municipal Planning Strategy in all recommendations and advice provided by the committee.
- 2.3 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- 2.4 To act as and carry out the duties of the Heritage Advisory Committee as prescribed in Heritage Property Act.
- 2.5 To follow the Town's Public Participation Program.

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Municipal Planning Strategy \(MPS\)](#)
- 3.3 [Land Use Bylaw \(LUB\)](#)
- 3.4 [Public Participation Policy, 610-006](#)



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4. Definitions

- 4.1 **HAC** means the Heritage Advisory Committee
- 4.2 **PAC** means the Planning Advisory Committee

5. Membership

Environmental Knowledge - Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.

Heritage Knowledge - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 5.1 The Committee consists of nine voting members who serve without pay.
- 5.2 The mayor is an ex-officio voting member of the PAC and HAC.
- 5.3 Council shall appoint each of the nine voting members as follows:
 - i. To one year term – three members of Council, in December of each year.
 - ii. To two-year terms – five members at large - three members to be appointed in December of each year to serve for 2-year terms; the remaining members to be appointed for a 3-year term.
 - iii. One Environmental rep as part of the five
 - iv. One Heritage rep as part of the five

6. Meeting

6.5 Frequency

The committee shall meet monthly (except in the month of August), or as otherwise required to fulfill the duties as outlined. Meetings of the PAC shall be open to the public.



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6.6 Quorum

A majority of the voting members of the committee constitutes a quorum.

6.7 The committee may receive presentations from the public upon approval of the chair.

6.8 Decision Making

Majority (50% plus one)

7. Minutes

7.2 Recording

Minutes of each meeting are recorded by the Town Clerk or designate.

7.2 Distribution

Minutes are circulated to each Committee member and posted on Town website.

8. Reporting

The Committee reports to Council on a monthly basis.

9. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

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Appendix D

Source Water Protection Advisory Committee Terms of Reference

1. Purpose

The Delivery of safe water to consumers is the top priority for water utilities. The approach to achieve this in Nova Scotia and in many areas throughout the world is the multiple barrier approach. This is a series of steps taken by the water supplier which together provide multiple layers of protection to ensure that safe water is delivered to the consumer.

In Nova Scotia the barriers outlined in the province's Drinking Water Strategy are as follows:

1. Keeping it Clean - by ensuring that the water source is protected from contamination
2. Making it Safe - by providing the required treatment
3. Proving it Safe - through continuous testing and monitoring

The Town of Wolfville Water Utility (Utility) has a complete program of water treatment, testing and monitoring in full compliance with all regulations to provide a finished product which meets or exceeds the Guidelines for Canadian Drinking Water Quality as published by Health Canada.

To complete the multiple barriers of protection the Utility adopt a Source Water (wellhead) Protection Plan to ensure the source water remains clean.

Guided by the Source Water Protection Plan, the objective of the Source Water Protection Advisory Committee (the Committee) is to provide the Water Utility with advice that will attempt to satisfy the water quality and quantity concerns of all stakeholders; about the sources of contamination in the source water supply area; about the management options available, and about the success of the protection plan.

2. Mandate & Responsibilities

The Committee has the following responsibilities:

- 2.1 Review and make recommendations on activities affecting the SWP area lands.
- 2.2 Review and comment on water quality and quantity monitoring programs and other studies related to the SWP area.
- 2.3 Inform and educate local residents, landowners and other users of the SWP area lands about source water protection.



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3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Source Water Protection Plan](#)

4. Membership

Membership of the Advisory Committee shall reflect the broad spectrum of landowners, interested groups and government officials that have a stake in the monitoring of the Plan. As it is clear that some of the protection zones will extend into Kings County, representatives from the County will participate on the Committee.

- 4.1 The Committee will consist of seven (7) voting members who serve without pay.
- 4.2 The mayor is an ex-officio voting member of the Committee.
- 4.3 Council shall appoint each of the seven (7) voting members as follows:
 - i. Two (2) members of Council
 - ii. One (1) member of the Municipality of the County of Kings
 - iii. One (1) member of Acadia University
 - iv. Two (2) members at large from the Town of Wolfville
 - v. One (1) member at large from the County of Kings
- 4.4 Non-voting members who shall serve on the committee without pay are as follows:
 - i. Director of Engineering and Public Works, Town of Wolfville
 - ii. Manager of Engineering, Town of Wolfville
 - iii. Planning staff, County of Kings
 - iv. Nova Scotia Department of Environment representative
 - v. Consultant
 - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

5. Meeting

5.1 Frequency

The committee shall meet quarterly. Meetings of the Committee shall be open to the public.

5.2 Quorum

A majority of the voting members of the Committee constitutes a quorum.



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5.3 Decision Making

Majority (50% plus one)

6. Minutes

6.1 Recording

Minutes of each meeting are recorded by the Town Clerk or designate.

6.2 Distribution


Minutes are circulated to each Committee member and posted on Town website.

7. Reporting

The Committee reports to Council on a quarterly basis.

8. Review

These Terms of Reference will be reviewed every four years from the effective/amended date.

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