



POLICY

Attendance and Participation for Council Members Policy	
Policy Number: 110-012	Supersedes Policy Number: N/A
Effective Date: 2022-19-07	Approved by Council Motion Number: 18-07-22

1.0 Purpose

The purpose of this Policy is to provide clarity on attendance and required participation expectations for elected municipal officials with the Town of Wolfville.

2.0 Scope

This Policy applies to the Mayor, Deputy Mayor and Councillors for the Town of Wolfville

3.0 References

Section 18, Municipal Elections Act.

Policy 110-014 Virtual Meetings Policy

Section 33, Municipal Government Act

4.0 Definitions

4.1 "Town" means the Town of Wolfville

4.2 "Council" means the Council of the Town of Wolfville;

4.3 "Council member(s)" include(s) the Mayor; and

5.0 Policy

5.1 The Town of Wolfville wishes to provide clarity on attendance and required participation expectations for Council members in addition to the Municipal Elections Act and Municipal Government Act requirements.

5.2 It is mandatory that Council members attend all Council meetings, [all Public Hearings](#) and all meetings for which they are appointed to under Policy 110-001 - Committees of Council Policy.



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5.3 All Council members are members of Committee of the Whole and are expected to attend all Committee of the Whole regular, budget and special meetings.

5.4 The Town Clerk shall record attendance of Council members for all Town Council meetings, Committee of the Whole Meetings, and meetings for which Council members are appointed per Policy 110-001 - Committees of Council Policy.

5.5 The Town Clerk will report on a quarterly basis, the number of meetings Council members were scheduled to attend and the actual attendance at these meetings. This will be reported through an Information Report to Council at the regular Council meetings in April, July, October and January. The Information Report will be posted on the Town's website.

5.6 Valid reasons for not attending Council, Committee of the Whole and Committee meetings are for illness, bereavement, personal and family emergencies, and for circumstances related to Section 5.7.

5.7 If a scheduled Council or Committee of the Whole Meeting requires a change in date, the meeting will be cancelled and rescheduled. The Town Clerk will conduct a poll of Council members, when feasible, prior to rescheduling. Council Members unable to attend the rescheduled meeting will be considered absent with a valid reason.

5.8 Attendance for Council Members missing a meeting for a valid reason will be reflected as "Approved Absence in accordance with Policy 110-012" in the Information Report provided to Council and in the meeting minutes.

5.9 In addition to the meetings specified in Section 5.2 and 5.3 of this Policy, Council members are expected to attend and participate in the following:

Mandatory Participation:

- Council Orientation Sessions
- Council Strategic Planning Sessions
- Council Retreats
- Meetings with local community groups and constituents as required
- Meetings with adjacent municipal representatives as required

Strongly Encouraged Participation:

- Nova Scotia Federation of Municipalities (NSFM) Regional and Provincial meetings
- Province of Nova Scotia Regional and Provincial meetings

Optional Participation:



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- Official Town of Wolfville events (Mayor or designate is officially expected to represent Council at these functions)
- Training and Conferences as per 110-004 – Conferences and Professional Development Policy

Wendy Handman

CAO

July 19, 2022

Date