



Special Town Council Meeting

October 4, 2022

Following Committee of the Whole

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Public Input / Question Period

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

3. Motions/Recommendations

- a. RFD 060-2022 Date Setting for Special Election
- b. RFD 056-2022 Delegation of Authority
- c. RFD 057-2022 Method of Producing Preliminary List of Electors
- d. IR 013-2022 Electronic Voting
- e. IR 014-2022 Special Election Expenses
- f. RFD 061-2022 Temporary Council Committee Appointments

4. Regular Meeting Adjourned

REQUEST FOR DECISION 060-2022

Title: Date Setting for Special Election
Date: 2022-10-04
Department: Office of the CAO



SUMMARY

DATE SETTING FOR SPECIAL ELECTION

Due to an unexpected vacancy on Council, we are required to conduct a special election. According to the relevant parts of Section 13 of the Municipal Elections Act, there are specific timelines we must adhere to as follows:

VACANCY

13 (1) Subject to subsection (8), within four weeks after a vacancy occurs on a council because

- (a) an insufficient number of candidates are nominated to fill the vacancies at a regular or special election; or
- (b) a councillor dies, resigns, becomes disqualified or forfeits office,

the council or, where there is no council, the Minister shall name a day for a special election to fill the vacancy and, if no regular meeting of the council is to be held within that time, the clerk shall call a special meeting for the purpose.

(2) The day fixed for the special election shall be a Saturday not more than eleven weeks after the meeting of the council at which the day was named.

(3) Nomination day for a special election shall be the fourth Tuesday preceding ordinary polling day.

Based on this criterion, the timing of this COW meeting and the time of year, the following dates are recommended:

- Special Council Meeting October 4, 2022
- Special Election Day – Saturday December 10, 2022
- Nomination Day – Tuesday November 15, 2022

MOTION:

That Council approve the setting of key dates for the Special Election as follows:

- Special Council Meeting October 4, 2022
- Special Election Day – Saturday December 10, 2022
- Nomination Day – Tuesday November 15, 2022

REQUEST FOR DECISION 060-2022

Title: Date Setting for Special Election
Date: 2022-10-04
Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Elections Act

3) STAFF RECOMMENDATION

Staff recommend approval of the dates as noted in the motion.

4) REFERENCES AND ATTACHMENTS

n/a

5) DISCUSSION

When the unexpected vacancy occurred, staff immediately mobilized and reviewed the requirements in the Municipal Elections Act. As such the date requirements were discussed by the Office of the CAO and based on the timing of the already scheduled Committee of the Whole meeting, the timelines involved and the time of year this would take us to i.e., Holiday Season, it was felt the dates as noted in the motion would give Council and staff the most time possible to ensure this work can be carried out.

6) FINANCIAL IMPLICATIONS

n/a

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

n/a

8) COMMUNICATION REQUIREMENTS

A communications plan will be developed in accordance with legislation guidelines and the needs of our community.

9) ALTERNATIVES

Council choose alternative dates.

REQUEST FOR DECISION #056-2022

Title: Delegation of Authority

Date: October 4, 2022

Department: Office of the CAO



SUMMARY

Delegation of Authority

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer (CAO) to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint a returning officer and assistant returning officer(s) and set a tariff of fees for the election.

DRAFT MOTION:

That Council delegate the power to appoint a returning officer to the Chief Administrative Officer.

That Council delegate the power to appoint assistant returning officers to the Chief Administrative Officer.

That Council delegate the authority to make, revise and amend the tariff of fees and expenses to be paid to any person for their services and expenses under the *Municipal Elections Act* and may similarly revise and amend the tariff and provide for a method of rendering and verifying accounts for payment as part of the 2022 Special Election for the Town of Wolfville to the Chief Administrative Officer.

REQUEST FOR DECISION #056-2022

Title: Delegation of Authority

Date: October 4, 2022

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff. Internal staff within the Office of the CAO will be appointed to these positions and the Province has offered to provide assistance and support to staff throughout the process.

2) LEGISLATIVE AUTHORITY

The following sections of the *Municipal Elections Act* enable Council to delegate authority to the Chief Administrative Officer to perform specific powers:

Appointment of returning officer and assistant returning officer

Section 4(1C) The Council may delegate its powers of appointment pursuant to this Section to the Clerk or Chief Administrative Officer.

Fees and Tariffs

Section 139(1A) The Council may delegate its authority to make, revise and amend the tariff of fees and expenses and approve for a method of rendering and verifying accounts for payment pursuant to subsection (1) to the clerk or Chief Administrative Officer.

3) STAFF RECOMMENDATION

Staff recommends that Council delegate the power to appoint a returning officer and assistant returning officer(s), and the authority to make, revise and amend the tariff of fees and expenses incurred as part of the 2022 Special Election for the Town of Wolfville to the Chief Administrative Officer.

4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act](#)

5) DISCUSSION

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint a Returning Officer and any Assistant Returning Officers and set a tariff of fees for the election.

A tariff of fees and expenses and the method of rendering and verifying accounts for payment is another power that can be delegated to the CAO. The items usually included in the tariff are stipends payable to the Returning Officer, Assistant Returning Officer, Deputy Returning Officers, Poll Clerks, or other election

REQUEST FOR DECISION #056-2022

Title: Delegation of Authority

Date: October 4, 2022

Department: Office of the CAO



workers assisting the Returning Officer. This power also allows the CAO to authorize payment of services or expenses incurred but not covered in the tariff. Delegating the authority allows the CAO to approve expenditures, in accordance with the budget, and eliminates the need to receive approval of council for expenditures outside the tariff but within the overall budget.

6) FINANCIAL IMPLICATIONS

An information report on expected overall expenses related to the Special Election will be presented at the Special Council meeting on October 4th.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

N/A

9) ALTERNATIVES

- That Council does not delegate authority to the CAO.

REQUEST FOR DECISION #057-2022

Method of Producing Preliminary List of Electors

Date: October 4, 2022

Department: Office of the CAO



SUMMARY

Method of Producing Preliminary List of Electors

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. Council should approve the method the municipality will use to produce a preliminary list of electors. The Office of the CAO is recommending that the Town use the list of electors used in the most recent federal or provincial election, or in an election held pursuant to the *Municipal Elections Act*.

DRAFT MOTION:

That Council approve the use of the list of electors used in the most recent federal or provincial election as the method for producing the preliminary list of electors for the Town of Wolfville 2022 Special Election.

REQUEST FOR DECISION #057-2022

Method of Producing Preliminary List of Electors

Date: October 4, 2022

Department: Office of the CAO



1) CAO COMMENTS

The CAO concurs with recommendation of staff.

2) LEGISLATIVE AUTHORITY

Section 30 of the *Municipal Elections Act* outlines the three methods for producing the preliminary list of electors for the election.

3) STAFF RECOMMENDATION

The Office of the CAO recommends that Council approve the use of the list of electors used in the most recent federal election as the method for producing the preliminary list of electors for the Town of Wolfville 2022 Special Election.

4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act](#)

5) DISCUSSION

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards.

Section 30 (2) Where a special election is to be held, the returning officer may:

- (a) conduct an enumeration;
- (b) use the list of electors prepared in the most recent federal or provincial election, or in an election held pursuant to this Act; or
- (c) use any permanent register of electors established and maintained for use in a federal or provincial election, as the basis for the preliminary list of electors for all or part of the municipality.

Due to the timelines involved in this special election, conducting an enumeration would be a challenge and the use of an existing list would be just as effective. Enumeration requires a dwelling to dwelling survey to prepare a voters list for an election. The returning officer would appoint a sufficient number of enumerators to collect the information by visiting each dwelling place, including nursing homes, senior citizens' homes, rooming houses and homes for the aged, in the polling divisions for which they have been appointed for the purpose of obtaining the names and particulars of all qualified electors. A person can refuse to be enumerated and would not appear on the list of electors. The returning officer would have to ensure that a person that refuses to be enumerated is not included on any list.

Conducting enumeration requires accuracy, thoroughness and neatness by all enumerators. Errors can cause needless delays. The additional work of an enumeration is not proven to provide a better preliminary list than using an existing one. (See process as attachment).

REQUEST FOR DECISION #057-2022

Method of Producing Preliminary List of Electors

Date: October 4, 2022

Department: Office of the CAO



In 2021, the Town used the Federal list as the preliminary list. A survey of municipalities on the Association of Municipal Administrators (AMA) Listserv showed that the majority of municipalities were not enumerating and choosing to use the federal list. One municipality noted that they had enumerated in the past and did not find the enumerated list anymore helpful.

The Office of the CAO is recommending that Council approve the use of the list from the last federal election (September 2021) as the method for producing the preliminary list of electors.

6) FINANCIAL IMPLICATIONS

n/a

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

n/a

8) COMMUNICATION REQUIREMENTS

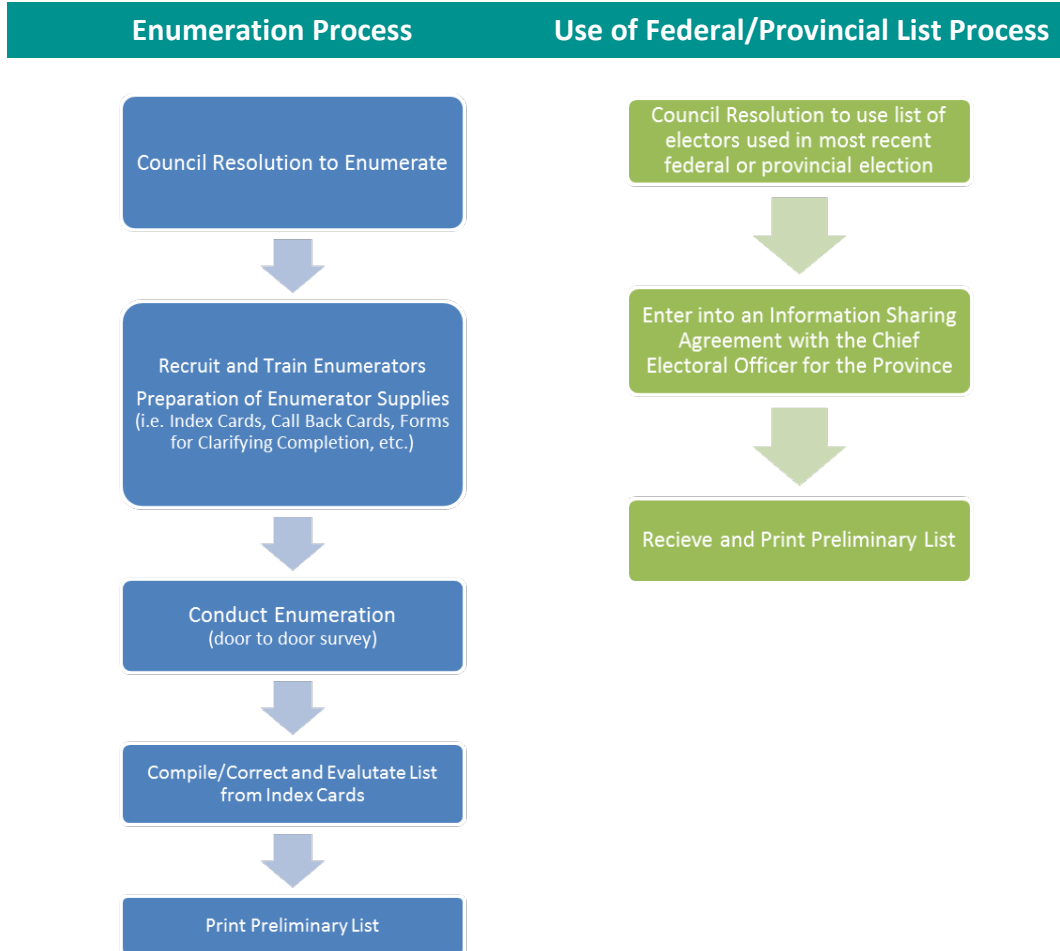
N/A

9) ALTERNATIVES

- Conduct an enumeration
- Use any permanent register of electors established and maintained for use in a federal or provincial election



Highlevel overview of Enumeration process versus using the federal or provincial list.



INFORMATION REPORT 013-2022

Subject: Electronic Voting

Date: October 4, 2022

Department: Office of CAO



SUMMARY

ELECTRONIC VOTING

A Special Election is required due to an unexpected vacancy on Council. According to Municipal Elections Act, the day of the special election shall be a Saturday not more than eleven weeks after this meeting.

To support these tight timelines, we will assist voters by offering an electronic vote as per our Electronic Voting Bylaw #102 (attached).

Voters can vote via telephone or internet as well as in person voting.

INFORMATION REPORT 013-2022

Subject: Electronic Voting

Date: October 4, 2022

Department: Office of CAO



1) CAO COMMENTS

The CAO supports the use of electronic voting.

2) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act](#)
- [Bylaw 102 – Electronic Voting \(Attached\)](#)

3) DISCUSSION

The Town wants to enable and encourage all eligible voters to participate in this special election. By offering a variety of ways to cast a vote especially as the vote will take place in the colder months, this will help achieve that.

4) FINANCIAL IMPLICATIONS

See info report.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

6) COMMUNICATION REQUIREMENTS

Staff will include an educational component in the voter engagement plan to ensure that voters are aware that electronic voting will be used and know how to use it. As per the bylaw, advertisements will be made on our website, social media and in the newspaper advertising the use of and how to access electronic voting.

7) FUTURE COUNCIL INVOLVEMENT

N/A

1. Title:

This Bylaw shall be titled and referred to as the “Electronic Voting Bylaw”.

2. Definitions:

In this Bylaw;

“**Act**” means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended;

“**Advance Polling day**” means:

- i. The Tuesday immediately preceding ordinary polling day; and
- ii. One other day that is either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day;

“**Electronic polling days**” means the period of nine (9) days before regular polling day starting on a Thursday of the week, prior to the week before regular polling day through to the Friday, the day before regular polling day. Electronic polling is available 24 hours a day with the exception of the Friday before regular polling day when the polls will close at 8 pm;

“**Electronic voting**” means voting by telephone or via the internet;

“**Candidate**” means a person who has been nominated as a candidate pursuant to the Act;

“**Council**” means the Council of the Town of Wolfville

“**Election**” means an election held pursuant to the Act, including any school board election, a special election and a plebiscite;

“**Town**” means the Town of Wolfville;

“**Municipal Elections Act**” means the Nova Scotia Municipal Elections Act;

“**Election Officer**” means an “election official” under the Act

“**Elector**” means a person qualified to vote at an election:

“**Friend-voter**” means a friend who votes for an elector pursuant to section 7.a. of this Bylaw;

“**Internet ballot**” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;

“**Regular polling day**” means the third Saturday in October in a regular election year and in the case of another election means the Saturday fixed for the election;



“**PIN**” means the Personal Identification Number issued to an elector for electronic voting;

“**Plebiscite**” means a plebiscite directed to be held by the Council pursuant to section 53 of the Municipal Government Act, S.N.S. 1998, c. 18 or section 56 of the Act,

“Regular election year” means 2020 and every fourth year thereafter;

“**Rejected ballot**” means an internet ballot or telephone ballot that has not been marked for any candidate;

“**Returning Officer**” means a Returning officer appointed pursuant to the Act;

“**Revised list of electors**” means the revised list of electors completed pursuant to section 50A of the Act;

“**Seal**” means to secure the virtual ballot box and prevent internet and telephone ballots from being cast;

“**Special election**” means a special election held pursuant to the Act, including a special election for a vacancy on a school board;

“**System**” means the technology, including software, that:

- Records and counts votes; and
- Processes and stores the results of electronic voting

“**System Elections Officer**” means:

- a. A person who maintains, monitors, or audits the system, and
- b. A person who has access to the system beyond the access necessary to vote by electronic voting
- c. A person who, pursuant to section 146A(3)(cd) of the Act, is appointed as auditor to audit and monitor the performance of the system of voting.

“**Virtual ballot box**” means a computer database in the system where cast internet ballots and telephone ballots are put;

“**Telephone ballot**” means:

- An audio set of instructions which describes the voting choices available to an elector; and
- The marking of a selection by an elector by depressing the number on a touch tone keypad;

3. Electronic Voting Permitted

- a. Subject to this Bylaw, electronic voting shall be permitted on each of the nine (9) days before the regular polling day, including the Advance Polling days. To clarify, the period of nine (9) days before regular polling day, begins on the Thursday of the week, prior to the week before regular polling day through to the Friday, the day before regular polling day. Electronic polling is available 24 hours a day with the exception of the Friday, the day before regular polling day, when the electronic polls will close at 8 pm;
- b. Only paper ballots will be available on regular polling day;

4. Notification of Electors

- a. The Returning Officer shall cause notice of electronic polling days to be published in a newspaper circulating in the Town;
- b. The notice of electronic polling days shall:
 - i. Identify the electronic polling days for electronic voting; and
 - ii. Inform electors that telephone voting and internet voting is permitted during electronic polling days;
- c. The notice may include any other information the Returning Officer deems necessary.

5. Polling Station for Electronic Voting:

- a. The Returning Officer shall establish at least one polling station for electronic voting that is equipped with a computer or other device to permit voting by internet ballot and a telephone to permit voting by telephone ballot;
- b. The polling station for electronic voting shall be available for electors who are voting with friend voters and for any other electors, and open on each advance polling day from 8.30 a.m. to 8.00 pm., and on such other days as decided by the Returning Officer.
- c. Despite s. 58(1) of the Act, the Returning Officer may appoint a Deputy Returning Officer and poll clerk for each polling station for electronic voting, but is not required to do so.

6. Form of Telephone and Internet Ballots:

A telephone ballot and internet ballot shall:

- a. Identify by the title "Election for Mayor" or "Election for Councillor" or "Election for School Board Member"; as the case may be;
- b. Identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
- c. Warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates"; as the case may be;

- d. No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot;

7. Oath

Any oath that is authorized or required shall be made:

- a. In the form specified by this Bylaw, or
- b. If the form is not specified by this Bylaw, in the form required by the Act

8. Electors

No person shall vote by electronic voting unless:

- a. The person's name appears on the revised list of electors on the date for the revised list of electors to be completed pursuant to Section 50A of the Act; or
- b. The person's name does not appear on the revised list of electors and
 - i. The person appears before the Returning Officer during normal business hours during alternative polling days; and
 - ii. The person swears an oath in the prescribed form to this Bylaw

9. Proxy Voting:

- a. There shall be no voting by proxy by electronic voting;

10. Friend Voting:

- a. A friend voter shall only vote for an elector by electronic voting if:
 - i. An elector is unable to vote because the elector is blind, the elector cannot read, or the elector has a physical disability that prevents them from voting by electronic voting; and
 - ii. The elector and the friend appear, in person, before the Returning Officer and take the prescribed oaths.
- b. A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- c. The elector shall take an oath in the prescribed form to this Bylaw providing that they are incapable of voting without assistance.
- d. The friend of the elector shall take an oath in the prescribed form to this Bylaw that:
 - i. The friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
 - ii. The friend will mark the ballot as requested by the elector; and
 - iii. The friend will keep secret the choice of the elector.

- e. Where the elector requests assistance, the Returning Officer may act as a friend of the elector but shall not be required to take the oath referred to above.
- f. The Deputy Returning Officer, Returning Officer or Poll clerk shall enter in the poll book:
 - i. The reason why the elector is unable to carry out their vote ;
 - ii. The name of the friend; and
 - iii. The fact that oaths were taken.

11. Voting:

The system shall put internet ballots and telephone ballots cast by an elector in the virtual ballot box.

12. Seal:

- a. Where electronic voting closes before the close of the polls on regular polling day, the system shall seal the virtual ballot box until after the close of the poll on regular polling day. To clarify, the system shall seal the virtual ballot box at the end of the Electronic Voting period at 8 pm on Friday, the day before regular polling day.
- b. The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during electronic polling day.

13. List of persons who voted:

Where electronic voting closes before the close of the polls on regular polling day, the system shall:

- a. generate a list of all electors who voted by electronic voting; and
- b. on the revised list of electors cause a line to be drawn through the name of all the electors who voted during electronic polling days
- c. A printed and electronic copy of the lists in a. and b. above shall be delivered/accessible to the Returning Officer

14. Counting:

- a. At the close of regular polling day, the system shall generate a count of the total telephone ballots and internet ballots in the virtual ballot box that were cast for each candidate;
- b. In counting the votes that were cast for each candidate the system shall not count rejected ballots.

15. Tallying of Rejected Ballots:

At the close of regular polling day, the system shall tally the number of rejected ballots that were cast during polling days and the tally shall be made available/accessible to the Returning Officer.

16. Recount by System:

In the event of a recount the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by electronic voting.

- a. If the regenerated count and the initial count do not match, the Returning Office shall:
 - i. Direct one final count be regenerated by the system of the votes cast by electronic voting, and
 - ii. Attend while the final count is being regenerated
- b. The regenerated final count pursuant to subsection a. shall be the final count of the votes cast by electronic voting.

17. Secrecy:

- a. The Returning Officer shall maintain and aid in maintaining the secrecy of the voting;
- b. Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

18. Severability:

If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

19. Prohibitions:

No person shall:

- a. Use another person's PIN to vote or access the system unless the person is a friend voter;
- b. Take, seize, or deprive an elector of their PIN; or
- c. Sell gift, transfer, assign or purchase a PIN.
- d. Interfere or attempt to interfere with an elector who is casting an internet or telephone ballot;
- e. Interfere or attempt to interfere with electronic voting; or
- f. Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

- g. At any time communicate or attempt to communicate any information as to the candidate for whom any other person has voted.

20. Offences and Penalty:

- a. A person who violates any provision of this Bylaw; or permits anything to be done in violation of any provision of this Bylaw; is guilty of an offence.
- b. A person who contravenes a. above is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.
- c. In determining a penalty under b. above, a judge shall take into account:
 - i. The number of votes attempted to be interfered with;
 - ii. The number of votes interfered with; and
 - iii. Any potential interference with the outcome of an election.
- d. Pursuant to section 146A of the Act;
 - i. The limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
 - ii. The Remission of Penalties Act, 1989 S.N.S. c. 397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.

Clerk's Annotation for Official Bylaw Book

Date of first reading: March 3, 2020

Date of advertisement of Notice of Intent to Consider: April 27, 2020

Date of second reading: May 19, 2020

Date of advertisement of Passage of By-law: May 23, 2020

Date of mailing to Minister a certified copy of By-law: May 25, 2020

I certify that this **Electronic Voting Bylaw 102**-- was adopted by Council and published as indicated above.



E. BEAUDIN -Town Clerk/CAO

May 25, 2020
Date

REQUEST FOR DECISION 061-2022

Title: Temporary Council Committee Appointments
Date: 2022-10-04
Department: Office of the CAO



SUMMARY

TEMPORARY COUNCIL COMMITTEE APPOINTMENTS

Council selects their Council Committee appointments on an annual basis each November. However, due to an unexpected vacancy on Council, this RFD provides recommendations for temporary Council Committee appointments for the period of October 4, 2022, to December 31, 2022. By that time a special election will have been held, and the vacancy filled, at which time the Committee appointments will be reviewed.

The following selections are the recommendations after discussion, from the Mayor and CAO:

1. Planning Advisory Committee (PAC)
 - Isabel Madeira-Voss (Chair)
 - Jennifer Ingham (Alternate)
2. Source Water Protection Advisory Committee (SWPAC)
 - Mike Butler (Chair)
3. Kings Point to Point (KPPT)
 - Mike Butler (Chair)
 - Wendy Donovan (Alternate)
4. Annapolis Valley Trails Coalition (AVTC)
 - Jodi MacKay (Alternate)

DRAFT MOTION:

That Council approve the Temporary Council Committee appointments, effective October 4, 2022 until December 31, 2022 as outlined in RFD 061-2022.

REQUEST FOR DECISION 061-2022

Title: Temporary Council Committee Appointments

Date: 2022-10-04

Department: Office of the CAO



1) CAO COMMENTS

Refer to staff recommendation below.

2) LEGISLATIVE AUTHORITY

- [Policy 110-001 Committees](#)

3) STAFF RECOMMENDATION

The Mayor and CAO discussed the need for revised temporary Council Committee appointments due to the unexpected vacancy on Council which has affected some internal and external committee structures. Discussions included the current composition of the committees and alternates that could be utilized. Due to there being almost 3 months before the vacancy can be filled, the following recommendations were made starting October 4, 2022, and running until December 31, 2022 when the vacancy filled.

1. Planning Advisory Committee (PAC)
 - Isabel Madeira-Voss (Chair)
 - Jennifer Ingham (Alternate)
2. Source Water Protection Advisory Committee (SWPAC)
 - Mike Butler (Chair)
3. Kings Point to Point (KPPT)
 - Mike Butler (Chair)
 - Wendy Donovan (Alternate)
4. Annapolis Valley Trails Coalition (AVTC)
 - Jodi MacKay (Alternate)

4) REFERENCES AND ATTACHMENTS

For the purposes of these Council Committee appointments, Council appointments are listed directly in this RFD and not in an attached document as per regular practice. When the Council vacancy is filled, regular committee appointments will be reviewed, and a revised reference document circulated for reference.

5) DISCUSSION

As per these temporary appointments, it is recommended that the Council Committee appointments for October 4, 2022 – December 31, 2022 be as follows:

REQUEST FOR DECISION 061-2022

Title: Temporary Council Committee Appointments

Date: 2022-10-04

Department: Office of the CAO



Planning Advisory Committee (revised)

Isabel Madeira-Voss (Chair)

Councillor Jennifer Ingham

Councillor Wendy Elliott

Mayor Wendy Donovan

Source Water Protection (revised)

Mike Butler (Chair)

Councillor Wendy Elliott (alternate)

Mayor Wendy Donovan

Annapolis Valley Trails Coalition (revised)

Councillor Jennifer Ingham

Councillor Jodi MacKay (alternate)

Kings Point to Point (revised)

Councillor Mike Butler

Mayor Wendy Donovan (alternate)

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Updates will be made to the on the website reflecting the internal committee temporary appointments.

9) ALTERNATIVES

Council can choose to make changes to any of the proposed committee appointments.