



# Council Policy Review Task Force Meeting

December 15, 2023

12:30pm

Council Chambers

## Agenda

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### **1. Approval of Agenda**

### **2. Review of Policies**

- a. 110-004 Council Professional Development Policy
- b. 110-008 Telephone & Electronic Polls Policy
- c. 110-012 Attendance Policy for Members of Council
- d. 110-014 Virtual Meeting Policy

### **3. Policies for Review in January**

- a. 120-006 Flag Flying/Street Banners Policy
- b. 120-014 Proclamations Policy

### **4. Date of Next Meeting**

- January 19, 2024 @ 12:30pm



## POLICY

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<b>Council Conference and Professional Development</b>	
<b>Policy Number:</b> 110-004	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2010-11-15 2012-10-15 Amended 2016-12-19 Amended 2022-09-27 Amended	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16 25-09-22

### 1.0 Purpose

To provide a procedure for the opportunity for effective professional development for the Mayor and Councillors, to ensure proper representation at National/Provincial conferences and Boards/committees and to allow a fair and equitable schedule for participation at these conferences and Boards/committees by the Mayor, and Councillors.

### 2.0 Scope

This Policy is applicable to all Town of Wolfville Staff and Town Council members who attend conferences as representatives of the Town of Wolfville.

### 3.0 References

- [Nova Scotia Municipal Government Act](#)

### 4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **NSFM** means the Nova Scotia Federation of Municipalities (*previously named UNSM - Union of Nova Scotia Municipalities*)
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **AMA** means Association of Municipal Administrators.
- 4.5 **Council** means the Council of the Town of Wolfville.
- 4.6 **CAO** means the Chief Administrative Officer of the Town of Wolfville.



## POLICY

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### 5.0 Policy

#### 5.1 General Procedure

- a. Staff will prepare a list of known Conferences and Professional Development opportunities for Council, including locations, based on the four-year term of Council.
- b. Members of Council will complete a Council Conference & Professional Development Planning Form prior to January 15<sup>th</sup> of their first Council term. The Form is based on a four-year period. (*See Appendix A*).
- c. Members of Council will review their Council Conference & Professional Development Planning Form annually prior to December 15<sup>th</sup> and submit any requested changes at that time.
- d. Staff will use the Forms to develop an annual training plan for Council and inform Council's professional development budget.

#### 5.2 Priority

- a. Budget and schedule priority is to be given to attendance at NSFM.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
  - i) Fall NSFM – Mayor and 6 Councillors will attend
  - ii) Spring NSFM – Mayor and 3 Councillors will attend
- c. Each member of Council will be provided the opportunity to attend at least one conference outside of NSFM during their four-year term as long as the content of the conference supports the strategic direction of Council and must be approved by Council.
- d. The Mayor may attend one conference per year.
- e. Where budget allows the Town will support members of Councils interested in participating in the NSFM/AMA Municipal Leadership Education Modules.

#### 5.3 Selection of Attendees

- a. To ensure the fair allocation of the conference and professional development opportunities, a four-year schedule will be set at the beginning of the term and reviewed/updated annually during the budget process and an appropriate budget allocation will be made on an annual basis.
- b. Members of Council will be expected to attend the conferences allocated to them. Councillors wishing to attend other conferences or workshops, outside of the approved



## POLICY

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training plan, will submit a request using Council Conference & Development Request Form (*see Appendix B*) to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council for their final decision.

- c. All members of Council will be permitted to attend the FCM Annual Conference when it is in Nova Scotia.
- d. All members of Council will be permitted to attend the NSFM Spring Conference when it is in the Valley Region.
- e. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

### **5.4 Registration and Reporting for Conferences**

- a. Intending delegates are expected to complete the registration forms and submit, with a copy to the CAO, in reasonable time to meet the conference early registration deadline.
- b. Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- c. For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Wolfville, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information using the Conference Update Form (*see Appendix C*).

### **5.5 Board and Committee Membership**

- a. Council acknowledges the importance of representation by the Town of Wolfville at the board or Committee level for NSFM or other organization identified by Council.
- b. Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Wolfville on boards and committees described in 5.4.a. through Council resolution.
- c. Where there is more than one (1) interested candidate from Council for a given position, Council will call for expressions of interest and the candidacy will be put to a vote by secret ballot.
- d. If the candidacy is successful for a board or committee, the Town of Wolfville will provide reimbursement of expenses to attend the board or committee meetings as appropriate.



## POLICY

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- e. Such endorsement and support for candidacy will be subject to annual review by Council.
- f. Any support for candidacy will always be subject to the budgetary funds available.

### 5.6 Council Approvals

- a. In circumstances where time does not allow for Council Approval at the Council table, Council polling will be via electronic format. This will supersede Policy 110-008, - Telephone Polls.

*W. Braudon*

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CAO

2022-09-27

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Date



# POLICY

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## Appendix A

### Council Conference & Professional Development Planning Form



Name: \_\_\_\_\_

This form should be submitted to the CAO by December 15.

Please use this form to identify your professional development and training priorities for the next four-years. This form will be reviewed, and updated if necessary, on an annual basis.

#### Top Four Priorities

Identify the top four conferences and/or professional development opportunities you would like to attend in your four-year term. You may list more than one priority in the same year, however, you are less likely to be approved for two in the same year as part of the Conference & Professional Development Plan. List the top priority as number 1 and so on.

Name of Conference	Location	Year
1.		
2.		
3.		
4.		

#### Other Conferences, Workshops, Training and Courses

There may be other opportunities you wish to participate in that do not fall in the top four or occur in the same year as your top four. Please identify any additional opportunities below to allow Council and Staff to get a feel for potential one-off requests and indicate the level of importance that opportunity has for you – high or low.

Name of Conference	Location	Year	Importance

If your conference/professional development opportunity is not indicated on the selection provided by staff, please include a website address or information on how to find out more about the opportunity.



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## Appendix B

### Council Conference & Professional Development Request Form



Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Professional Development or Training Program

\_\_\_\_\_

Location: \_\_\_\_\_ Date(s) of Program: \_\_\_\_\_

Description of Program:  Program Outline Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how this particular program supports the strategic direction of Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this program in addition to your approved training plan or in place of an approved program?

Addition  In Place of \_\_\_\_\_

Date Reviewed by Chief Administrative Officer _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> To be considered next fiscal year
Comments: _____ _____ _____		
CAO Signature _____	Date _____	



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## Appendix C

### CONFERENCE UPDATE

Title:            xxxx  
Date:            Month dd, YYYY  
Department:    Office of the CAO



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### 1) UPDATE

xxx





## POLICY

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### Telephone and Electronic Polls

<b>Policy Number:</b> 110-008	<b>Supersedes Policy Number:</b> 1221-37
<b>Effective Date</b> 1999-11-15 Amended 2012-10-15	<b>Approval By Council (Motion Number):</b> 12-11-99 10-10-12

#### 1.0 Purpose

To establish a policy for the handling of polls of members of Council.

#### 2.0 Scope

This Policy is applicable to the Chief Administrative Officer, Mayor and Council Members of the Town of Wolfville.

#### 3.0 References

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

#### 4.0 Definitions

- 4.1 **Telephone Polls:** An arrangement where individuals are consulted individually by phone, provided with information, then asked for their approval. For the purpose of this policy individuals may be consulted in person or by telephone.
- 4.2 **Electronic Poll:** An arrangement where individuals are contacted electronically, provided with information and requested to respond with their approval or disapproval of the question presented.
- 4.3 **Polls:** Telephone or electronic.

#### 5.0 Policy

- 5.1 Polls of members of Council may be conducted by the Mayor or Chief Administrative Officer requesting a decision on any matter. Whenever possible, electronic polls are preferred as they provide documentation of the individual's response.
- 5.2 The Chief Administrative Officer may delegate a single staff member to conduct a poll of Council members provided that the staff member is provided with sufficient information to respond to questions from members.
- 5.3 All reasonable efforts will be made to contact all Council members.



## POLICY

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- 5.4 If a request made in any poll is approved by all members of Council contacted, provided that number constitutes a quorum, it is deemed to be approved and a resolution ratifying the decision shall be introduced at the next regularly scheduled meeting.
- 5.5 If a request made in any poll is not approved by all members contacted, the decision is deemed to be not approved.
- 5.6 If ( Subject to Section 5.4) the request is not approved, the Mayor or Chief Administrative Officer, shall have three options:
- No further action is taken on the request.
  - A Special Meeting is called according to the Municipal Government Act or Town Bylaw to deal with the request at which time majority and minority opinions can both be heard.
  - The request is deferred and placed on the Agenda for the next regularly scheduled Council meeting during which time majority and minority opinions can both be heard.

Note: As in other policies it is understood that in emergency situations the Mayor and Chief Administrative Officer (should time not permit the polling of Council) make decisions and inform Council of such action as is appropriate.

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CAO

March 10, 2016

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Date



## POLICY

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

### 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.



## **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:



## **POLICY**

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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

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*Wendy Handman*

CAO

July 19, 2022

Date



## POLICY

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<b>Council &amp; Committees of Council Virtual Meeting Policy</b>	
<b>Policy Number:</b> 110-014	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2022-09-27	<b>Approved by Council Motion Number:</b> 24-09-2022

### 1.0 Purpose

The Town of Wolfville (**the "Town"**) is committed to providing a work environment that promotes the safety of members of the public, Council members and staff, while minimizing disruption to workflow, maintaining transparency and accountability during decision making processes.

The COVID-19 pandemic which affected Nova Scotia at the beginning of 2020, provided opportunity to seek alternative, safe and secure solutions to enable meetings of Council and the work of the Town, Council and their Committees to continue with minimal interruption, in an off-site setting, maintaining transparency and providing increased accessibility options for all.

While it is preferred that Council and Committee of Council members and staff meet in person as much as possible, it is understood circumstances exist where this may not be possible for everyone. This policy enables the **Town** to continue to offer virtual/hybrid meeting options to Councillors, Citizen Committee members, staff and members of the public enabling full participation in Council and Committees of Council meetings virtually (by video conference).

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy #110-001



## POLICY

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The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the ***Municipal Government Act***.

### 2.0 Scope

This policy applies to all members of Council and Committees of Council (including citizen members), members of the public and staff.

### 3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.19A:

### 4.0 Definitions

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

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

“**Council member(s)**” include(s) the Mayor

“**Citizen member(s)**” mean citizen committee members

“**Committees of Council**” means the advisory committees as referenced in our Committees of Council Policy

“**virtual**” means video conference

“**hybrid**” means a mix of virtual and in person participants

“**accommodation**” means adjustment made in method of meeting participation to allow for individual needs

“**Ad Hoc**” means a meeting not in the approved Committees of Council/Council meeting Calendar.

### 5.0 Policy

#### 5.1 Public Notice

In accordance with the Municipal Government Act, a Council meeting or Committee of Council meeting may take place virtually if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted.

The notice to the public will be given by advertising:

- i. on the Town’s publicly accessible Internet site; and
- ii. on the Town’s social media platforms such as Facebook and Twitter.



## **POLICY**

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Notwithstanding section 5.1, where the Mayor determines that there is an emergency, a meeting may be conducted virtually without notice or with such notice as is possible in the circumstances.

### **5.2 Virtual Attendance at Meetings**

Where virtual attendance has **not** previously been approved by accommodation upon commencement of council term or employment of staff, Council and staff may request to attend a meeting virtually in accordance with any attendance policies in place.

Except where meetings have been set ad hoc, Council may attend no more than 3 meetings virtually per year.

The Chair may request an all-virtual meeting should the number of participants approved to attend virtually cause a challenge to hold an effective hybrid meeting and by providing one weeks' notice.

#### **5.2.1 Request to Attend Virtually**

##### **Members of Council**

Where virtual attendance at meetings has **not** previously been approved by accommodation, and is not in conflict with Attendance Policy for Council #110-012, a Council member wishing to attend a meeting virtually shall:

- i. notify the Mayor and CAO.
- ii. use equipment that allows all participants and viewing members of the public to see and hear them.

##### **Members of Staff**

Where virtual attendance at meetings has **not** previously been approved by accommodation on commencement of employment, a staff member (excluding the CAO) wishing to attend a meeting virtually shall:

- i. request to do so through the CAO and Town Clerk
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.





## **POLICY**

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Where virtual attendance at meetings has **not** previously been approved by accommodation on commencement of employment, the CAO wishing to attend a meeting virtually shall:

- i. request to do so through the Mayor and Deputy Mayor
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

### **Citizen Committee Members & Members of the Public**

All citizen committee members and members of the public will be given the option of attending meetings virtually through the Town Clerk.

The Town Clerk is to be made aware of all approved requests with no less than 24 hours' notice where possible, to allow for technical set up.

### **5.3 Town Equipment Requirements**

The Town is committed to providing a hybrid option for all meetings and will ensure:

- i. the electronic equipment enables all meeting participants to see and hear each other during the meeting.
- ii. a link to enable members of the public to participate in the meetings will be made available upon request.
- iii. a live streaming option will be available for observation in real time of Town Council and Committee of the Whole meetings only.

### **5.4 Recording Attendance of Council Members attending virtually**

Any Council member participating virtually in a meeting shall be deemed to be:

- i. present if approval has been granted for them to participate virtually under this Policy and in conjunction with Attendance Policy for Council #110-012
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and in conjunction with Attendance Policy for Council #110-012.



## POLICY

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### 5.5 Technological problems - failure to connect or disconnection

If technological problems prevent a Council or Citizen member of Council from participating in a meeting prior to the meeting commencing, said member shall be marked absent from the meeting.

If a Council or Citizen member of Council becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that said member left the meeting at the time of the disconnection.

### 5.6 Secret Ballot Voting

Council members are unable to participate virtually, in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot.
- ii. vote held by secret ballot.

### 5.7 Code of Conduct

All Council and staff members who attend Council & Committee of Council meetings will read and sign a Code of Conduct for Virtual Meeting Participants (*see Appendix A*) confirming they have understood and will abide by the requirements laid out therein.

## 6.0 Review of Policy

The Town will review this Policy every four years.

A handwritten signature in blue ink that reads 'Ann Braden'.

2022-09-27

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CAO or Town Clerk

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Date



## **POLICY**

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### **Appendix A**

#### **Code of Conduct for Virtual Meeting Participants**

Participants attending meetings virtually shall have equipment that enables you to:

- Share your camera
- Mute/unmute microphone
- Share files
- Share your desktop/screen
- Send and read chat messages, if required

#### **Technical Requirements and Equipment**

It is recommended you test all technical requirements and equipment in advance to avoid disruption of the meeting.

- Stable and reliable Internet connection
- Audio (computer speakers, microphone, telephone, etc.)
- Webcam
- Headset required for In Camera portion of meetings.

#### **Technical considerations**

- Presenters (if presenting virtually) can consider using a microphone for better sound (headset, clip-on, desktop mic)
- It is preferred all presenters are in person.
- Decide how media will be displayed (and test it in advance) – share your screen/desktop.



## POLICY

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### Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on for the entirety of the meeting.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.
  
- For In Camera meetings, participants joining virtually **must**:
  - be alone unless with another participant of the meeting who has permission to attend.
  - Ensure no-one can see or hear you or other participants in the in-camera meeting if they are not an attendee of that portion of the meeting.

**No unauthorized recording of any meeting shall take place.**

**I have read, understood, and agree to abide by this Code of Conduct.**

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Name	Signature	Date
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