



# Town Council Meeting

December 19, 2023

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order

**1. Approval of Agenda**

**2. Approval of Minutes**

- a. Town Council Meeting, November 21, 2023

**3. Comments from the Mayor**

**4. 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.

**5. Motions/Recommendations from Committee of the Whole,  
December 5, 2023:**

- a. RFD 057-2023 Schedule of Council & Committee Meetings  
2024



- b. RFD 064-2023: Electronic Voting Bylaw Amendments
  - c. RFD 055-2023: Video Camera Pilot Results & Recommendations
  - d. RFD 065-2023 Collaborative Care Initial Findings & Next Steps
  - e. RFD 058-2023 Citizen Appointments to Committees of Council
- 6. New Business**
- a. RFD 066-2023 Fire Pumper/Tanker Truck Purchase (*report to follow*)
- 7. Adjournment to In-Camera Meeting under section 22(2)(c)(e) of the Municipal Government Act.**
- a. Personnel matters
  - b. Contract negotiations
- 8. Adjournment of In-Camera Meeting**
- 9. Regular Meeting Reconvened**
- 10. Motions from In-Camera Meeting**
- 11. Regular Meeting Adjourned**

**REQUEST FOR DECISION 057-2023**

Title: Council – Committees of Council Meeting Schedule 2024

Date: 2023-12-05

Department: Office of the CAO

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## **SUMMARY**

### **Council-Committees of Council Meeting Schedule 2024**

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2024 as attached.

#### **DRAFT MOTION:**

That Council adopt the 2024 Council-Committees of Council Meeting Schedule as presented in RFD 057-2023.

## REQUEST FOR DECISION 057-2023

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act, 1998

### 3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2024 Council-Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

### 4) REFERENCES AND ATTACHMENTS

Policy 110-001 Committees of Council

Policy 110-012 Attendance Policy for Council

Council-Committees of Council meeting schedule 2024 (*attached*)

### 5) DISCUSSION

Municipal Government Act, Section 19(2), states that Council members must be notified at least three days in advance of council meetings, and the clerk is to give at least two days' public notice of the meetings.

A long-term forecast of Council-Committees of Council meetings supports a more strategic view of scheduling.

The Council, Committee of the Whole and Committees of Council meeting dates for 2024 are recommended as detailed in the attachment to this RFD.

#### Frequency of Meetings:

- |   |  |
|---|--|
| • Committee of the Whole                | Monthly (quarterly full day sessions – Feb, Apr, Jun, Oct) |
| • Special Budget Committee of the Whole | Bi-annually  |
| • Town Council                          | Monthly  |
| • Accessibility Advisory Committee      | At least four times per annum                              |
| • Planning Advisory Committee           | Monthly  |
| • Audit Committee                       | At least four times per annum                              |

## REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024

Date: 2023-12-05

Department: Office of the CAO

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- |  |           |
|--|-----------|
| • Regional Emergency Management Advisory Committee | Quarterly |
| • RCMP Advisory Board                              | Quarterly |
| • Source Water Protection Advisory Committee       | Quarterly |
| • Town & Gown Committee                            | Quarterly |
| • Council Policy Review Task Force                 | Monthly   |

With the understanding the meeting dates may change as the year progresses, the proposed 2024 Council-Committees of Council meeting schedule considers the following annual conferences (dates to be confirmed):

- |                                |                         |
|--------------------------------|-------------------------|
| • May 8-11, 2024 (tentative)   | NSFM Spring Workshop    |
| • Jun 5-7, 2024                | ITGA Annual Conference  |
| • June 12-14, 2024 (tentative) | AMANS Spring Conference |
| • Sept 17-20 2024 (tentative)  | AMANS Fall Conference   |
| • Nov 26-29, 2024 (tentative)  | NSFM Fall Conference    |

January & September COW dates have been moved to the second week in the month to assist staff with report preparations after vacation & holidays. Subsequently Town Council meetings for those months are pushed back to the fourth Tuesday of the month.

June COW has also been moved to the second week due to the International Town & Gown conference which is held in the US each year. Town Council for June has also been pushed back to the fourth Tuesday of the month.

One all Day COW Budget meeting is scheduled for January. A second day has not been added until the appointment of a new Director of Finance is made.

Council Policy Review Task Force meetings have been included. These typically take place on the 3<sup>rd</sup> Friday of the month, however due to the AMANS schedule the September meeting may have to be pushed back to the 4<sup>th</sup> Friday. The Task Force is scheduled to meet in August due to the number of Council policies needing to be reviewed.

October – due to the election, no committee meetings have been scheduled apart from Audit. This is due to the timing of the 2<sup>nd</sup> quarter financial update.

## 6) FINANCIAL IMPLICATIONS

N/A

## REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024

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Department: Office of the CAO

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### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2024 Council & Committees of Council meeting calendar.

### 8) COMMUNICATION REQUIREMENTS

Once accepted, the 2024 Council-Committees of Council meetings will be published to the website.

### 9) ALTERNATIVES

Throughout 2024, there may be the requirement to adjust scheduled meetings based on unforeseen scheduling conflicts that arise. These will be dealt with on a case-by-case basis.

| <b>Council Meetings</b>  |   |   |
|--|---|---|
| <b>Meeting</b>   | <b>Time</b>   | <b>Frequency</b>  |
| Committee of the Whole (COW)   | 8:30am - 11:30am<br>(Quarterly full day:<br>Feb, Apr, Jun, Oct) | Monthly<br>(1st Tuesday of the month except January,<br>June & September – 2 <sup>nd</sup> Tuesday of the<br>month)         |
| Town Council   | 6:30pm - 8:30pm   | Monthly<br>(3 <sup>rd</sup> Tuesday of the month except January,<br>June & September– 4 <sup>th</sup> Tuesday of the month) |
| Special Budget COW   | All day   | Bi-annually   |
| <b>Committees of Council</b>   |   |   |
| Accessibility Advisory Committee (AAC)   | 4:30pm - 5:30pm   | At least 4 times per year (Mondays)   |
| Audit Committee  | 8:30am - 10:30am  | At least 4 times per year (Fridays)   |
| Planning Advisory Committee (PAC)  | 4:00pm - 6:00pm   | Monthly from Feb (Thursdays)  |
| Town and Gown Committee  | 10:00am – 12noon  | Quarterly (Mondays)   |
| RCMP Advisory Board  | 10:00am – 12noon  | Quarterly (Tuesdays)  |
| Source Water Protection Advisory Committee   | 2:30pm - 4:00pm   | Quarterly (Wednesdays)  |
| Regional Emergency Management Advisory<br>Committee                                | 10:00am - 11:30am   | Quarterly (Mondays)   |
| Council Policy Review Task Force   | 12:30pm- 2:30pm   | Monthly (Fridays)   |
| Please note: Above are 'regular' timings. Scheduling may be modified by Committee. |   |   |

# January

February 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

| Sunday | Monday                              | Tuesday                             | Wednesday | Thursday                                     | Friday  | Saturday |
|--------|-------------------------------------|-------------------------------------|-----------|--|---|----------|
| 31     | 1<br>NEW YEAR'S DAY STAT            | 2                                   | 3         | 4  | 5   | 6        |
| 7      | 8                                   | 9<br>8:30am-11:30am<br>COW          | 10        | 11<br>4:00pm-6:00pm<br>PAC                   | 12  | 13       |
| 14     | 15<br>10:00am-11:30am<br>REMAC      | 16                                  | 17        | 18<br>9:00am-4:00pm<br>Special Budget<br>COW | 19<br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | 20       |
| 21     | 22<br>10:00am-12noon<br>Town & Gown | 23<br>6:30pm-8:30pm<br>Town Council | 24        | 25   | 26<br>8:30am-10:30am<br>Audit                               | 27       |
| 28     | 29                                  | 30                                  | 31        | 1  | 2   | 3        |



# February

March 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

| Sunday | Monday                     | Tuesday                             | Wednesday                           | Thursday                  | Friday  | Saturday |
|--------|----------------------------|-------------------------------------|-------------------------------------|---------------------------|---|----------|
| 28     | 29                         | 30                                  | 31                                  | 1                         | 2   | 3        |
| 4      | 5                          | 6<br>9:00am-4pm<br>COW              | 7                                   | 8<br>4:00pm-6:00pm<br>PAC | 9   | 10       |
| 11     | 12<br>4:30-5:30pm<br>AAC   | 13                                  | 14<br>2:30pm-4:30pm<br>Source Water | 15                        | 16<br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | 17       |
| 18     | 19<br>HERITAGE<br>DAY STAT | 20<br>6:30pm-8:30pm<br>Town Council | 21                                  | 22                        | 23  | 24       |
| 25     | 26                         | 27                                  | 28                                  | 29                        | 1   | 2        |

# March

April 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

| Sunday | Monday | Tuesday                             | Wednesday | Thursday                   | Friday  | Saturday |
|--------|--------|-------------------------------------|-----------|----------------------------|---|----------|
| 25     | 26     | 27                                  | 28        | 29                         | 1   | 2        |
| 3      | 4      | 5<br>8:30am-11:30am<br>COW          | 6         | 7                          | 8   | 9        |
| 10     | 11     | 12                                  | 13        | 14<br>4:00pm-6:00pm<br>PAC | 15<br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | 16       |
| 17     | 18     | 19<br>6:30pm-8:30pm<br>Town Council | 20        | 21                         | 22  | 23       |
| 24     | 25     | 26                                  | 27        | 28                         | 29<br>GOOD FRIDAY<br>STAT                                   | 30       |
| 31     | 1      | 2                                   | 3         | 4                          | 5   | 6        |

# April

May 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

| Sunday | Monday                                     | Tuesday                                    | Wednesday | Thursday                          | Friday   | Saturday  |
|--------|--|--|-----------|-----------------------------------|--|-----------|
| 31     | <b>1</b><br>EASTER<br>MONDAY<br>HOLIDAY    | <b>2</b><br>9:00am-4:00pm<br>COW           | <b>3</b>  | <b>4</b>                          | <b>5</b>   | <b>6</b>  |
| 7      | <b>8</b>                                   | <b>9</b><br>10:00am-12noon<br>RCMP         | <b>10</b> | <b>11</b><br>4:00pm-6:00pm<br>PAC | <b>12</b>  | <b>13</b> |
| 14     | <b>15</b><br>10:00-11:30am<br>REMAC        | <b>16</b><br>6:30pm-8:30pm<br>Town Council | <b>17</b> | <b>18</b>                         | <b>19</b><br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | <b>20</b> |
| 21     | <b>22</b><br>10:00am-12noon<br>Town & Gown | <b>23</b>                                  | <b>24</b> | <b>25</b>                         | <b>26</b><br>8:30am-10:30am<br>Audit                               | <b>27</b> |
| 28     | <b>29</b>                                  | <b>30</b>                                  | <b>1</b>  | <b>2</b>                          | <b>3</b>   | <b>4</b>  |

# May

June 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

| Sunday | Monday                          | Tuesday                                  | Wednesday                     | Thursday             | Friday  | Saturday |
|--------|---------------------------------|--|-------------------------------|----------------------|---|----------|
| 28     | 29                              | 30                                       | 1                             | 2                    | 3   | 4        |
| 5      | 6                               | 7  | 8                             | 9                    | 10  | 11       |
|        |                                 | <i>Tentative NSFAM Spring Conference</i> |                               |                      |   |          |
|        |                                 | 8:30am-11:30am<br>COW                    | 2:30pm-4:30pm<br>Source Water | 4:00pm-6:00pm<br>PAC |   |          |
| 12     | 13                              | 14                                       | 15                            | 16                   | 17  | 18       |
|        | 4:30-5:30pm<br>AAC              |  |                               |                      | 12:30pm-2:30pm<br>Council Policy<br>Review Task Force |          |
| 19     | 20                              | 21                                       | 22                            | 23                   | 24  | 25       |
|        | <b>VICTORIA DAY<br/>HOLIDAY</b> | 6:30pm-8:30pm<br>Town Council            |                               |                      |   |          |
| 26     | 27                              | 28                                       | 29                            | 30                   | 31  | 1        |

# June

July 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

| Sunday | Monday | Tuesday                       | Wednesday                         | Thursday             | Friday  | Saturday |
|--------|--------|-------------------------------|-----------------------------------|----------------------|---|----------|
| 26     | 27     | 28                            | 29                                | 30                   | 31  | 1        |
| 2      | 3      | 4                             | 5                                 | 6                    | 7   | 8        |
|        |        |                               | ITGA Annual Conference(US)        |                      |   |          |
| 9      | 10     | 11                            | 12                                | 13                   | 14  | 15       |
|        |        | 9:00am-4:00pm<br>COW          | Tentative AMANS Spring Conference |                      |   |          |
|        |        |                               |                                   | 4:00pm-6:00pm<br>PAC |   |          |
| 16     | 17     | 18                            | 19                                | 20                   | 21  | 22       |
|        |        |                               |                                   |                      | 12:30pm-2:30pm<br>Council Policy<br>Review Task Force |          |
| 23     | 24     | 25                            | 26                                | 27                   | 28  | 29       |
|        |        | 6:30pm-8:30pm<br>Town Council |                                   |                      | 8:30am-10:30am<br>Audit ( <i>tentative</i> )          |          |
| 30     | 1      | 2                             | 3                                 | 4                    | 5   | 6        |

# July

## August 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Sunday | Monday                              | Tuesday                                    | Wednesday | Thursday                          | Friday   | Saturday  |
|--------|-------------------------------------|--|-----------|-----------------------------------|--|-----------|
| 30     | <b>1</b><br><b>CANADA DAY STAT</b>  | <b>2</b><br>8:30am-11:30am<br>COW          | <b>3</b>  | <b>4</b>                          | <b>5</b><br>8:30am-10:30am<br>Audit ( <i>alternative</i> )         | <b>6</b>  |
| 7      | <b>8</b>                            | <b>9</b><br>10:00am-12noon<br>RCMP         | <b>10</b> | <b>11</b><br>4:00pm-6:00pm<br>PAC | <b>12</b>  | <b>13</b> |
| 14     | <b>15</b><br>10:00-11:30am<br>REMAC | <b>16</b><br>6:30pm-8:30pm<br>Town Council | <b>17</b> | <b>18</b>                         | <b>19</b><br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | <b>20</b> |
| 21     | <b>22</b>                           | <b>23</b>                                  | <b>24</b> | <b>25</b>                         | <b>26</b>  | <b>27</b> |
| 28     | <b>29</b>                           | <b>30</b>                                  | <b>31</b> | <b>1</b>                          | <b>2</b>   | <b>3</b>  |

# August

## September 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

| Sunday | Monday             | Tuesday | Wednesday | Thursday | Friday  | Saturday |
|--------|--------------------|---------|-----------|----------|---|----------|
| 28     | 29                 | 30      | 31        | 1        | 2   | 3        |
| 4      | 5<br>CIVIC HOLIDAY | 6       | 7         | 8        | 9   | 10       |
| 11     | 12                 | 13      | 14        | 15       | 16<br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | 17       |
| 18     | 19                 | 20      | 21        | 22       | 23  | 24       |
| 25     | 26                 | 27      | 28        | 29       | 30  | 31       |

# September

October 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Sunday                                 | Monday                                      | Tuesday   | Wednesday                           | Thursday                   | Friday  | Saturday |
|--|---|---|-------------------------------------|----------------------------|---|----------|
| 1                                      | 2<br><b>LABOUR DAY<br/>STAT</b>             | 3   | 4                                   | 5                          | 6   | 7        |
| 8                                      | 9<br>4:30-5:30pm<br>AAC                     | 10<br>8:30am-11:30am<br>COW                                   | 11<br>2:30pm-4:30pm<br>Source Water | 12<br>4:00pm-6:00pm<br>PAC | 13<br>8:30am-10:30am<br>Audit                               | 14       |
| 15                                     | 16  | 17  | 18                                  | 19                         | 20  | 21       |
| <i>Tentative AMANS Fall Conference</i> |   |   |                                     |                            |   |          |
| 22                                     | 23<br>10:00am-12noon<br>Town & Gown         | 24<br>10:00am-12noon<br>RCMP<br>6:30pm-8:30pm<br>Town Council | 25                                  | 26                         | 27<br>12:30pm-2:30pm<br>Council Policy<br>Review Task Force | 28       |
| 29                                     | 30<br><b>TRUTH &amp;<br/>RECONCILIATION</b> | 1   | 2                                   | 3                          | 4   | 5        |



# October

## November 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| Sunday | Monday             | Tuesday                   | Wednesday | Thursday                           | Friday                        | Saturday                                       |
|--------|--------------------|---------------------------|-----------|------------------------------------|-------------------------------|--|
| 29     | 30                 | 1                         | 2         | 3                                  | 4                             | 5  |
| 6      | 7                  | 8                         | 9         | 10<br>Possible 1st<br>Advance Poll | 11                            | 12<br>Possible 1 <sup>st</sup><br>Advance Poll |
| 13     | 14<br>THANKSGIVING | 15<br>2nd Advance<br>Poll | 16        | 17                                 | 18                            | 19<br>ORDINARY<br>POLLING DAY                  |
| 20     | 21                 | 22                        | 23        | 24                                 | 25<br>8:30am-10:30am<br>Audit | 26   |
| 27     | 28                 | 29                        | 30        | 31                                 | 1                             | 2  |

# November

December 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

| Sunday                           | Monday                              | Tuesday                             | Wednesday | Thursday                   | Friday | Saturday |
|----------------------------------|-------------------------------------|-------------------------------------|-----------|----------------------------|--------|----------|
| 27                               | 28                                  | 29                                  | 30        | 31                         | 1      | 2        |
| 3                                | 4                                   | 5<br>8:30am-11:30am<br>COW          | 6         | 7                          | 8      | 9        |
| 10                               | 11<br>REMEMBRANCE<br>DAY STAT       | 12                                  | 13        | 14<br>4:00pm-6:00pm<br>PAC | 15     | 16       |
| 17                               | 18                                  | 19<br>6:30pm-8:30pm<br>Town Council | 20        | 21                         | 22     | 23       |
| 24                               | 25<br>10:00am-12noon<br>Town & Gown | 26                                  | 27        | 28                         | 29     | 30       |
| <i>Tentative NSFM Conference</i> |                                     |                                     |           |                            |        |          |

# December

January 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

| Sunday | Monday                  | Tuesday                             | Wednesday                           | Thursday                   | Friday | Saturday |
|--------|-------------------------|-------------------------------------|-------------------------------------|----------------------------|--------|----------|
| 1      | 2                       | 3<br>8:30am-11:30am<br>COW          | 4                                   | 5                          | 6      | 7        |
| 8      | 9<br>4:30-5:30pm<br>AAC | 10<br>10:00am-12noon<br>RCMP        | 11<br>2:30pm-4:30pm<br>Source Water | 12<br>4:00pm-6:00pm<br>PAC | 13     | 14       |
| 15     | 16                      | 17<br>6:30pm-8:30pm<br>Town Council | 18                                  | 19                         | 20     | 21       |
| 22     | 23                      | 24                                  | 25<br>CHRISTMAS<br>DAY              | 26<br>BOXING<br>DAY        | 27     | 28       |
| 29     | 30                      | 31                                  | 1                                   | 2                          | 3      | 4        |

## **SUMMARY**

### **ELECTRONIC VOTING BYLAW AMENDMENTS**

In 2012, legislation changed to allow e-voting only for Municipal Elections. Council at that time rejected the use of electronic voting due to perceived social issues this would cause such as voting without engagement; removing voters from the safe environment of polling stations; making it a casual activity, and voters responding in the moment and being influenced by others at the time of their vote. These concerns were addressed with improved community engagement for both voter and candidate around the voting process which included videos and workshops to help with understanding of the process and the mechanisms used. Security of the vote and access to equipment was also raised as a concern, however, the e-voting service organization we use has Federal Government security clearance for all their personnel and operations location. The social aspect of the voting process is addressed under the discussion section of this RFD.

The 2015 Council passed a motion to allow votes to be cast by electronic and paper ballots in the 2016 Municipal Election. This process was used again in 2020 and the Special Election in 2022.

During the Special Election, only electronic voting was used from the first Advanced Polling Day up to the night before ordinary polling day. Only paper Balloting was used on ordinary polling day. Staff reported the electronic voting system being easy to work with, giving the ability to make real time updates to voter's information, an increased security of the electronic votes as paper lists were not required, and being more convenient for voters who could cast their vote from the comfort of their own home.

Conversely, the paper ballot system required a lot of paper generation, creation of binders and packages, printing of personal information with increased security risk of that information being accessed by unauthorized persons, the requirement of the voter to physically attend a location to cast their vote and more staff to oversee the process and keep paperwork secure.

The purpose of this RFD is to provide information to Council to help them decide whether to support staff's recommendation that the Town moves to an electronic only voting system for Municipal Elections and the subsequent changes that would be required to the Electronic Voting Bylaw.

### **DRAFT MOTIONS**

That Council give first reading to the amended Electronic Voting Bylaw Chpt. 102 as attached to RFD 064-2023.

## 1) CAO COMMENTS

The CAO supports the recommendations of staff.

## 2) LEGISLATIVE AUTHORITY

Section 146A of the *Municipal Elections Act* allows municipal council to select the method and system of voting. “Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method.”

## 3) STAFF RECOMMENDATION

Staff recommend that Council approve an electronic only voting system for the Town’s Municipal Elections, and approval of the subsequent Electronic Voting Bylaw amendments.

## 4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act Section 146A](#)
- Revised Electronic Voting Bylaw (attached)

## 5) DISCUSSION

Staff involved in the Special Election in 2022 provided positive feedback on the electronic voting system with no issues or concerns reported from voters or candidates.

Feedback included:

Benefit to the voters

- Voters can access immediate assistance through the helpline which is answered by staff who are fully trained on the system and can address errors in real time that voters may be experiencing.
- Convenience for voters being able to vote from anywhere, e.g., if they are on vacation during the election.
- Increased Accessibility – no need to physically attend a location to vote, particularly helpful to those without access to a vehicle and who may have mobility issues, and for those who may require time off work otherwise.

## REQUEST FOR DECISION 064-2023

Electronic Voting Bylaw Amendments

Date: December 5, 2023

Department: Office of CAO

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- Voter Safety - voting takes place in October which is peak hurricane season. Should Wolfville experience any inclement weather which could impact ordinary polling day, constituents would have the ability to vote online or by telephone from the 1<sup>st</sup> advanced polling day and up to and including ordinary polling day until the vote closes and therefore not have to leave the comfort of their own home.
- Reduced health risk – voters who may be feeling unwell do not need to go to a location and mingle with others, potentially spreading infectious diseases.

### Reduced Security Risks

- Candidates have their own separate access to the system which eliminates the need for voters lists to be printed resulting in increased security of elector's information during the election process.
- The system does all the counting so no chance of human error with staff feeling pressured to count while candidates watch.
- Integrity of vote is maintained with no requirement for paper ballots to be stored after the count.
- Voters lists from Elections Nova Scotia are electronically imported to the electronic voting system.

### Environmental Benefits

- No need to print voters lists for poll clerks or thousands of excess ballot papers (as required by legislation) which end up not being used.

### Reduced Costs & Improved Efficiency

- Accurate count is available as soon as the polls have been closed so less time is required for candidates & staff to hang around after the polls shut.
- Electronic voting is most efficient use of staff time, helping those resources be available for other Town operations that don't stop during the election period.

A jurisdictional scan was conducted to find out what experiences other municipalities had who moved to an all-electronic voting system. The question was posted on the list serve along with follow up questions to each of those who responded, requesting more details around the pros and cons.

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| MUNICIPALITY            | VOTING METHOD   | PROS   | CONS                      |
|-------------------------|---|--|---------------------------|
| <b>Annapolis County</b> | Electronic only since 2020, hybrid for special election 2023, recommending electronic only for 2024 | <ul style="list-style-type: none"> <li>○ Eliminated need to find polling staff which had been a struggle previously.</li> <li>○ Increased accessibility.</li> <li>○ reduced costs.</li> <li>○ increased participation rate</li> </ul>  | None                      |
| <b>Bridgewater</b>      | Electronic only since 2020  | <ul style="list-style-type: none"> <li>○ Reduced time for voters to cast their vote.</li> <li>○ Increased accessibility &amp; convenience for voters.</li> <li>○ Greater anonymity with electronic system.</li> </ul>  | None                      |
| <b>Chester</b>          | Electronic only   | <ul style="list-style-type: none"> <li>○ No further input received</li> </ul>  | No further input received |
| <b>Digby</b>            | Electronic only since 2012  | <ul style="list-style-type: none"> <li>○ Works well, no issues with the system.</li> <li>○ Voters find it easy.</li> <li>○ Perceived to have an increased turnout.</li> </ul>  | None                      |
| <b>East Hants</b>       | Electronic since Special Election 2021/22   | <ul style="list-style-type: none"> <li>○ Less time on staff resources.</li> <li>○ Less personnel required. Had trouble securing workers previously.</li> <li>○ Increased accessibility.</li> <li>○ Reduced costs.</li> <li>○ Increased privacy (no need to print lists)</li> <li>○ Trying to secure a suitable physical location is no longer an issue.</li> <li>○ Elections NS sends the database directly to the electronic vendor so no need to handle lists or print lists for candidates</li> </ul> | None                      |
| <b>Lunenburg</b>        | Electronic only since 2020  | <ul style="list-style-type: none"> <li>○ Increased accessibility.</li> <li>○ Less human resources required.</li> <li>○ Less supplies needed.</li> <li>○ Increased voter participation.</li> </ul>  | None                      |



|                  |                             |   |                           |
|------------------|-----------------------------|---|---------------------------|
| <b>Shelburne</b> | Electronic only since 2016. | No further input received   | No further input received |
| <b>Yarmouth</b>  | Electronic only             | <ul style="list-style-type: none"> <li>○ Increased voter turnout.</li> <li>○ Increased accessibility.</li> <li>○ Efficiencies from preparation to conclusion and results phase.</li> <li>○ Increased security due to elimination of producing voters lists.</li> <li>○ Overall cost savings.</li> </ul> | None                      |

One of the reports received stated that since 2020, 32 municipalities in the province used only electronic voting. While I have not been able to confirm that number from the responses received it is not hard to see why it could be the preferred method of voting in the province.

**FURTHER INFORMATION**

At the Elections Session at the Fall 2023 AMANS Conference, there was a discussion around the implications of removing the social aspect for residents of attending a polling station to cast their vote. As well there could be some resistance to the technology. It is with this in mind that we are recommending physical locations (TBD) for the two Advanced Polling Days and the Ordinary Polling Day. At these sites, residents will be able to attend in person to cast their vote on either a telephone or iPad which will be set up at the location. Staff will be available onsite to assist voters should they require it.

**BYLAW AMENDMENTS**

The amendments to the existing bylaw were made by staff and vetted through legal representation:

- All voting days are electronic voting only.
- Clarity around timing of electronic vote being open.
- Eliminate references to paper ballots, paper ballot boxes, poll book.
- Added section on the Auditor.
- Some housekeeping.

**6) FINANCIAL IMPLICATIONS**



The cost of the 2024 election will need to be built into the 2024/25 Operating Budget. The last full election (2020) cost approximately \$25,000. Whichever election process Council decides on (paper, electronic, paper/electronic hybrid) will inform the final cost estimate to be included in the 2024/25 budget.

There will be options within the budget process itself on how the cost of election will be funded. Generally, this would be between direct from the 2024/25 tax levy or with a transfer from Operating Reserves. Either is valid and no decision is required at this point in time.

## **7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**

- Social Equity and Community Wellness – providing accessible voting options, 24 hour a day access and eliminating need for someone who is unwell to leave their home to vote.

## **8) COMMUNICATION REQUIREMENTS**

As well as the communications that are required by legislation regarding a Municipal Election, 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.

## **9) ALTERNATIVE**

That Council keep the bylaw as is.



## 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. 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.

**“Ordinary 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 Council pursuant to section 53 of the Municipal Government Act, S.N.S. 1998, c. 18 or section 56(2) 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:

- i. records and counts votes; and
- ii. processes and stores the results of electronic voting

**“System Elections Officer”** means:

- i. A person who maintains, monitors, or audits the system, and
- ii. A person who has access to the system beyond the access necessary to vote by electronic voting.
- iii. 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 stored.

**“Telephone ballot”** means:



- i. an audio set of instructions which describes the voting choices available to an elector; and
- ii. 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, only electronic voting shall be permitted, and electronic voting shall be open beginning at 12 noon on the first advance polling day and ending at 7 pm on ordinary polling day. ~~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 advanced and ordinary polling days~~ days for electronic voting; for electronic voting; and
  - ii. Inform electors that telephone voting and internet voting only is permitted during ~~electronic the election period beginning at from 12 noon on the first 1<sup>st</sup> advanced polling day and ending at until close of day at 7 pm on ordinary~~ 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 all 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 12 noon~~ to 8:00 pm., and on ~~such other days as decided by the Returning Officer.~~  
~~Ordinary polling day from 8 am to 7 pm.~~

~~e.b.~~ 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. \_\_\_\_\_~~

- ~~e.b.~~ The person's name does not appear on the revised list of electors and
  - i. The person appears before the Returning Officer any time during the days and times the polling station for electronic voting is open ~~normal business opening hours on during advanced or regular alternative polling days~~; and
  - ii. The person swears an oath in the prescribed ~~to this Bylaw~~ specified in the Act.

## 9. Proxy Voting



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 as specified in the Act, 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 as specified in the Act 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~~ record:
  - 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. When ~~re~~ electronic voting closes ~~before the close of the polls at 7 pm on regular~~ ordinary 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

When ~~re~~ electronic voting closes ~~before the close of the polls on~~ at 7 pm on ordinary regular polling day, the system shall:

generate a list of all electors who voted by electronic voting; and this list shall be accessible to the Returning Officer.

~~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~~

~~A printed and electronic copy of the lists in a. and b. above shall be delivered/accessible to the Returning Officer~~

Commented [CT1]: No need to do this if there is no paper voting

### 14. Counting

- a. At the close of ordinary 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~~ ordinary 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.



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

The regenerated final count pursuant to ~~the above~~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.~~

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. Auditor

~~a. An auditor will be appointed to audit and monitor the performance of the system.~~

~~a.b. The auditor shall, before entering commencing their duties, take the oath in the form prescribed in the Act.~~

### 19. 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.

### 20. 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.
- 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.
- 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.

## **21. 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 consider:
  - 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:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of By-law:

Date of mailing to Minister a certified copy of By-law:

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

\_\_\_\_\_  
Town Clerk/CAO

\_\_\_\_\_  
Date

DRAFT

## REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review  
Date: 2023-11-07  
Department: Office of the CAO

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## SUMMARY

### Community Video Camera Pilot Review

The Community Video Camera Pilot that launched 14 months ago as a response to unlawful activity, such as vandalism, property damage, and ongoing nuisance party by-law infractions, is now ready for review and Council direction.

The cameras were meant to act as a behavioural speed bump, to deter unwanted activity, and if that failed, the footage captured was meant to hold individuals accountable for their actions through an investigative process.

During the pilot period, the footage captured by our 11 cameras in known areas of concern has been utilized by both designated Town staff and members of the RCMP when following up on complaints and/or investigations.

Since the installation of the cameras, there have been 29 occurrences that triggered a request for video footage. These investigations are ongoing.

### DRAFT MOTION:

That Council authorizes staff to continue the Community Video Camera Pilot with the use of the 11 video cameras, with a height adjustment to two cameras (434 Main Street and 10 Harbourside Drive), to the end of March 31, 2025.

That Council does not entertain any new video camera locations until a final decision is made at the conclusion of the extended pilot in March 2025.

## REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review  
Date: 2023-11-07  
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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act - <https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>
- Nova Scotia FOIPOP - <https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
- OIPC Nova Scotia Video Surveillance Guidelines - [https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20\(16%20March%202017\).pdf](https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20(16%20March%202017).pdf)

### 3) STAFF RECOMMENDATION

Staff recommend that Council continue the video camera pilot as part of the regular ongoing compliance program.

### 4) REFERENCES AND ATTACHMENTS

- RFD 013-2022 Community Video Camera Pilot Project
- Liveable Cities Service Plan Quotes

### 5) DISCUSSION

When the pilot was proposed, staff anticipated the cameras would deliver two main outcomes:

- (1) **That the cameras could act as a behavioral speed bump**
- (2) **That the cameras could help with accountability**

It is not possible to measure if the cameras did or did not work as a behavioural speed bump. Anecdotally, Town staff noticed a decline in the theft of street blades and traffic signage since the launch of this pilot. Should this project move forward, processes will be put in place to monitor these numbers more closely and efficiently.

Currently, within the 11 posted cameras, there are 10 x 1080p cameras and one 4K camera. The 4K camera is positioned on Harbourside Drive and encompasses the 4-way intersection. This camera has been installed but staff have yet to experience its full functionality due to technical difficulties.

When incidents occurred in the pilot area and the office of the CAO was notified, there were 29 occurrences that led to the retrieval of footage.

## REQUEST FOR DECISION 055-2023

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Date: 2023-11-07

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| REQUESTED BY          | # OF REQUESTS |
|-----------------------|---------------|
| RCMP                  | 6             |
| WOLFVILLE STAFF       | 14            |
| MEMBERS OF THE PUBLIC | 9             |
| <b>TOTAL</b>          | <b>29</b>     |

\*Requests from members of the public were only released to the RCMP assigned to their file, no FOIPOP applications were submitted.

Staff have followed up with RCMP members who have requested and used footage. Feedback was as follows:

- The quality of the cameras is too poor to be able to identify an individual. Most occurrences happen overnight, making it even more difficult. Placing the cameras at a lower level would need to be done for the cameras to be more helpful and have a chance of getting some facial identification, and not just rely on clothing descriptions.

This RCMP member feels the cameras are a good idea, but at this point in time, they are not much help unless the incident happens in the daytime and directly under a camera.

Another member had similar feedback:

- The only benefit is it confirmed that what was reported actually happened, but that is the extent of it. The cameras are not close enough to street level and/or high enough resolution to make out faces. Since the cameras are above the streetlights, all you would capture is the top of a suspect's head, so identifying someone would be difficult. Upgrading to better night vision would be helpful given most occurrences happen at night. Understanding having the cameras closer to the ground may be problematic from a tampering/vandalism aspect, but it would be helpful with identifying individuals.

Staff recognize that the height and detail of the footage is a setback when it comes to identifying individuals after an incident has occurred and recommend lowering the camera positions.

### Use of the footage

Staff have the authority pursuant to our Community Video Camera Policy to share any footage with Acadia with hopes their staff may be able to identify the suspect(s). This is a tool staff would like more time to utilize.

### Recommendations

The staff recommendation is to keep the Community Video Cameras active by extending the pilot an additional 17 months, concluding on March 31<sup>st</sup>, 2025. This gives staff time to utilize the 4K camera, and potentially add more in pre-existing locations. This also allows time to test other equipment offered by Liveable Cities that may improve the video camera's footage quality. There are tools that allow us to

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## REQUEST FOR DECISION 055-2023

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lower the video cameras while still maintaining their power supply through the streetlights. By reducing the distance, the cameras are able to capture, in turn, it increases the quality of the footage for a smaller area. This comes with the concern that cameras would be more visible to the public but increase the chance of capturing important details related to an incident. This may not be done to each camera but could be tested on a select few.

The staff recommendation would be to lower the height of the video camera located on Harbourside Drive. This camera is the first 4K that has been installed and would be a great area to have footage of a higher resolution. Additionally, the camera located near 434 Main Street would also benefit from this height adjustment. Additional cameras may be subject to this throughout the extended pilot, depending on the outcome of the first two camera adjustments.

Having this additional time with the pilot allows us to continue exploring the technological upgrades offered by Liveable Cities, prior to making a long-term commitment.

It's important to note that after the pilot engagement, complaints about the cameras stopped and community member requests for additional cameras were received for areas on Westwood Avenue, Sherwood Drive, Balcom Drive, and Marsh Hawk Drive. Staff feel that during the continued pilot, it is premature to add additional cameras before learning the longevity of the program.

## 6) FINANCIAL IMPLICATIONS

Staff have requested a quote and are waiting for a response from Liveable Cities. If this quote is not available by the December 5<sup>th</sup>, 2023, Committee of the Whole, an update will be provided at the following Council meeting. Staff expect the cost to be very similar to the current payment agreement, of approximately \$11,000 per year, keeping in mind this number references 10 cameras at 1080p quality.

## 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity – Crime prevention is important to our business community.
- Social Equity – Everyone who chooses to live in Wolfville has the right to a livable and safe community.
- Community Wellness – A calm, livable neighborhood, free from crime, will increase the well-being of Wolfville's residents.

## 8) COMMUNICATION REQUIREMENTS

If Council would like to keep the video cameras active, we will update the community on this decision through all regular communication channels, including our website, social media, and our electronic newsletter. The surveillance signs will also remain posted in the general area near the video cameras.

## 9) ALTERNATIVES

## REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review  
Date: 2023-11-07  
Department: Office of the CAO

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Council can decide to end the Community Video Camera Pilot; therefore, the cameras would be removed and returned to the supplier.

Or

Council may choose to end the pilot phase and keep the video cameras active on a permanent basis. Liveable Cities provided staff with a quote for three separate scenarios. All scenarios include the cost of the hardware, making the cameras the sole property of the Town following payment. This quote also includes the Video Management Software, Cellular Data for the video cameras, and Technical Support. There is a discount provided depending on which plan is chosen.

Prices exclude applicable taxes. Installation and Maintenance are excluded.

- One-Year Term Option:
  - Totaling **\$21,771.00 annually.**
- Three-Year Term Option:
  - Totaling **\$21,001.00 annually.**
- Five-Year Term Option:
  - Totaling **\$20,352.00 annually.**

Liveable Cities also offers a Rental Program, the quote given is an estimate based on Liveable Cities 1080p cameras. Currently, Wolfville has 10 1080p cameras installed. The rental model includes the Hardware and Service Plan.

Annual costs would be roughly as follows:

One-year rental term - \$2,773/year (approx. \$231/month)

- \$2,733 x 10 cameras = **\$27,330 annually**

Three-year rental term - \$1,450/year (approx. \$121/month)

- \$1,450 x 10 cameras = **\$14,500 annually**

Five-year rental term - \$1,180/year (approx. \$98/month)

- \$1,180 x 10 cameras = **\$11,800 annually**

Termination of the Service Plan is possible with written notice to Liveable Cities 90 days prior to the termination.

If Council wishes to terminate this Service at any point within a multi-year Service Plan prior to the completion of the full Term, the Town would be responsible for paying any remaining unpaid balance for the current year of Service, as well as the difference for any discounts received under the multi-year

**REQUEST FOR DECISION 055-2023**

Title: Community Video Camera Pilot Review

Date: 2023-11-07

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Service Plan. (e.g., if The Town received a 10% discount for a five (5) year Service Plan and cancels after one (1) year, the Town would be responsible for repaying the 10% discount received for Year One)





To: Town of Wolfville

Quotation#: QUO-01646-C0Y4H6-R1

Date: Nov. 30, 2023

Attn: Kaden Thibault

REF: Wolfville SLX-Video Project

In accordance with our Standard Terms and Conditions of Sale and the notes below, I am pleased to provide this quotation for our Products & Services, as per your request.

**SMART CITY TECHNOLOGY**

**HARDWARE FEE:**

| Qty | Part Number  | Description   | Unit Cost    | Extended Cost |
|-----|--------------|---|--------------|---------------|
| 10  | SLX-VIDEO    | SLX-Video Sensor and B870 Host Controller (512GB On-Device Storage) | \$1,995.00   | \$19,950.00   |
| 1   | SLX-VIDEO-4K | SLX-Video Sensor and B870 Host Controller (1TB On-Device Storage)   | \$2,550.00   | \$2,550.00    |
| 1   | DISCOUNT     | Pilot Hardware Discount   | -\$22,500.00 | -\$22,500.00  |

**RECURRING FEES - Pilot Term Extension to March 31st, 2025:**

| Qty | Part Number       | Description   | Unit Cost (Annual) | Extended Cost (Pilot Term) |
|-----|-------------------|---|--------------------|----------------------------|
| 10  | SLX-VIDEO-SP-1    | SLX-Video 1-Year Service Plan (includes Video Management Software, Cellular Data Plan and Technical Support)    | \$778.00           | \$9,725.00                 |
| 1   | SLX-VIDEO-4K-SP-1 | SLX-Video 4K 1-Year Service Plan (includes Video Management Software, Cellular Data Plan and Technical Support) | \$995.00           | \$1,243.75                 |
|     |                   |   | <b>TOTAL</b>       | <b>\$10,968.75</b>         |

**NOTES:**

- Payment terms are NET 30 with approved credit.
- All prices are in Canadian Dollar (CAD).
- Applicable duties, taxes and tariffs are extra.
- Minimum subscription term of 12 months.
- Installation and Maintenance excluded.
- Subscription will auto-renew on an annual basis at the end of the minimum term.
- Pricing assumes a purchase order of full quantity quoted and non-cancelable PO.
- Freight: EXW Factory
- Pricing is valid for 30 days.
- Please inquire for lead time.
- Refer to Service Plan Agreement for more details on Software Maintenance & Technical Support.
- Refer to End User Licensing Agreement for licensing terms.

Should you have any questions please feel free to contact me at any time.

Regards,

Mike Andrews, C.E.T.  
 Account Manager, Smart Cities  
 1-902-450-2222 Ext. 449  
[mandrews@ledroadwaylighting.com](mailto:mandrews@ledroadwaylighting.com)



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**REQUEST FOR DECISION 065-2023**

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO

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## SUMMARY

### COLLABORATIVE CARE – INITIAL FINDINGS AND NEXT STEPS

Over the past few months Council has been approached by both the Wolfville Children’s Centre on their future facility needs and Dr. Alison Wellwood on initiating a discussion on the future of primary health care in Wolfville.

As a result of these preliminary discussions, the CAO, Mayor Donovan and Councillor MacKay spent some time over the past few months learning about collaborative care initiatives in other communities and gaining a very preliminary understanding of some of the immediate and longer-term needs in Wolfville.

This RFD is intended to share what was learned with Council, and to see direction on a path forward to continue to explore opportunities for Wolfville.

#### DRAFT MOTION:

That Council direct the CAO to continue to explore a potential collaborative care initiative with relevant stakeholders over the remainder of the 2023-24 fiscal year and as part of the 2024-25 Operations Plan, with recommendations to inform the 2025-26 budget process.

## REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO

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### 1) CAO COMMENTS

Refer to Discussion section below.

### 2) LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act.

### 3) STAFF RECOMMENDATION

Staff recommend that the Town continue to explore opportunities with relevant stakeholders over the remainder of the 2023-24 year and into the 2024-25 year, with recommendations to inform the 2025-26 budget process.

### 4) REFERENCES AND ATTACHMENTS

1. [Wolfville Children’s Centre Presentation to Council – February 2023](#)
2. [Dr. Alison Wellwood Presentation to Council – Planning for Sustainable Primary Health Care in Wolfville – September 12, 2023](#)
3. [Our Health Centre, Chester – Information Package](#)
4. [Clare Health Centre – Information Package](#)

### 5) DISCUSSION

As a preliminary step to help inform a discussion with Council, information was gathered from two Nova Scotia communities with two different models for collaborative care. Additionally, a discussion was held with EKM to better understand the current services and programs provided, along with future needs and constraints.

#### Our Health Centre, Chester

The Our Health Centre (OHC) opened in 2016 after an intensive community fundraising campaign. The OHC is operated by a Board of Directors and there is also a Foundation that is responsible for managing fundraising and donations. The OHC is a not-for-profit charitable organization.

The OHC provides a walk-in clinic and rents to the NS Health Authority for their primary health care clinic which includes family doctors, nurses, mental health and additions counsellors, continuing care staff, public health staff, a blood clinic, a diabetic clinic and an opioid use disorder clinic. The walk-in clinic started in 2018 to meet demand and was not part of the original vision for the facility. Physicians take shifts in the walk-in clinic depending on availability. There is a Nurse Practitioner, four primary health care physicians and three walk-in physicians at any given time. The walk-in clinic is led by an administrator that manages all the bookings and this admin position is separate from the admin to the primary health care division of the facility. The OHC itself employs an Executive Director and an

## REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps  
Date: 2023-12-05  
Department: Office of the CAO

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administrative assistant that oversee all programming, administration, financing and grant proposals. The Centre operates on a budget of \$350,000 annually.

The Municipality of the District of Chester initially provided \$250,000 in capital over three years to the project and has since provided various grants on an annual basis for specific upgrades and needs varying from \$1,500 to \$14,078.

### Clare Health Centre

The Clare Health Centre began operations in 2008 and is fully owned and operated by the Municipality of the District of Clare. It currently has twelve physicians and one family practice nurse. Each physician is charged \$45,000 annually to practice and be supported by the Centre. The Health Centre is currently undergoing a major renovation to provide for additional space and supports.

Since its inception, every resident in Clare now has access to a family physician and they are opening up spots to residents of Digby. A walk-in clinic is provided and physicians all rotate to support it. Clare has a strong partnership with Universite Sainte Anne, which has helped with recruitment. Municipal staff follow and stay in touch with students when they leave for med school and encourage them to return to Clare to practice.

Going forward, Clare expects that some operating \$\$ will be provided by the Health Authority when the second phase of the building is completed, helping to make it more sustainable.

### EKM

EKM Health Foundation sold the lot where the old hospital is to the Annapolis Valley Health Authority back in 2009, where it currently is operated under the Nova Scotia Health Authority. EKM provides a walk-in clinic supported by local physicians, and supports various administrative offices for Public Health and the Health Authority. Early Childhood supports and Palliative care are also provided out of the facility.

During the tour, physical space limitations and childcare for staff were flagged as two challenges. EKM is focused on expanded services to the community and are currently hiring Nurse Practitioners and administrative staff to support increase primary care access. Several needs have been identified including increased lab and Xray availability, both in terms of equipment and qualified staff. EKM would also like to revamp their registration area to improve registration flow, speed and privacy for patients.

### Opportunities

There are many synergies among stakeholders on and near Earnscliffe. Any discussion on a future collaborative care model for Wolfville should include the many potential stakeholders:

- EKM
- Nova Scotia Health Authority
- Wolfville Children's Centre

## REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO

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- Wolfville Professional Centre
- Acadia University (potential linkages with new nursing program, Red Spruce)
- Wolfville Nursing Home
- Wickwire Place Assisted Living
- Others TBD

A fulsome discussion of collective needs will allow Council to determine, what, if any, role the Town can play.

### 6) FINANCIAL IMPLICATIONS

There should be no immediate financial need to continue to explore and dialogue with stakeholders. If any consulting is required it can easily fall within the CAO's contracted services budget.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

- Economic Prosperity
- Social Equity
- Community Wellness

### 8) COMMUNICATION REQUIREMENTS

None at this time.

### 9) ALTERNATIVES

Council can decide not to explore an integrated community collaborative care model.

**REQUEST FOR DECISION 058-2023**

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



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## SUMMARY

### Citizen Appointments to Committees

The purpose of this RFD is to provide to Council applications from citizens who want to participate as representatives on a Committee of Council where a vacancy exists from January 1, 2024. Council is asked to consider the applications attached and select representatives to fill vacancies.

#### DRAFT MOTION:

- That Council, effective January 1, 2024, make the following citizen member appointments to the Committees of Council for the terms indicated below. The terms will expire at the end of December of the applicable year:

##### **ACCESSIBILITY ADVISORY COMMITTEE**

- Ian Brunton two-year appointment
- Ramona Jennex three-year appointment

##### **AUDIT COMMITTEE**

- Frank Lussing two-year appointment

##### **SOURCE WATER PROTECTION ADVISORY COMMITTEE**

- Meghan Swanburg two-year appointment
- Howard Williams three-year appointment

## REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



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### 1) CAO COMMENTS

The CAO recommends that Council review the attached Committee Application forms and select members to fill the Committee vacancies for the terms indicated in the Draft Motion.

### 2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#)

### 3) STAFF RECOMMENDATIONS

Council determines where to fit the new citizen applicants to the current committee vacancies. It should also be noted that since we have more committee vacancies than applications, we will still be short one representative on the Source Water Protection Advisory Committee.

Staff will continue to advertise and solicit applications for this committee.

### 4) REFERENCES AND ATTACHMENTS

- [Policy 110-001](#)(Committees of Council)
- All Applications received from new and returning applicants are attached.

### 5) DISCUSSION

In total there is a requirement to appoint 5 new citizen members to the various Committees of Council.

The vacancies for Committee members exist on three Committees of Council outlined below. The vacant positions are highlighted in yellow.

**REQUEST FOR DECISION 058-2023**

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO

**Accessibility Advisory Committee**

| Name  | Appointed | Expiry         |
|---|-----------|----------------|
| <b>Councillor Jennifer Ingham (Chair)</b>                               | 2022-12   | 2024-10        |
| Deputy Mayor Wendy Elliott  | 2023-11   | 2024-10        |
| Councillor Mike Butler (alternate)                                      | 2023-11   | 2024-10        |
| A LeBlanc (2 <sup>nd</sup> yr. of 2yr term) – 1 <sup>st</sup> term      | 2022-12   | 2024-12        |
| M Swanburg (2 <sup>nd</sup> yr. of 2yr term) – 1 <sup>st</sup> term     | 2022-12   | 2024-12        |
| <b>Vacancy 2yr term</b>   |           | <b>2025-12</b> |
| <b>Vacancy 3yr term</b>   |           | <b>2026-12</b> |
| Birgit Ellsner (3 <sup>rd</sup> yr. of 3yr term) – 2 <sup>nd</sup> term | 2018-05   | 2024-12        |

**Audit Committee**

| Name  | Appointed         | Expiry         |
|---|-------------------|----------------|
| Mayor Wendy Donovan   | Not<br>Applicable | Not Applicable |
| <b>Councillor Mike Butler (Chair)</b>                                   | 2022-12           | 2024-10        |
| Councillor Ian Palmeter   | 2023-01           | 2024-10        |
| <b>Vacancy 2yr term</b>   | <b>2023-12</b>    | <b>2025-12</b> |
| Heather MacKay (2 <sup>nd</sup> yr. of 2yr term) 2 <sup>nd</sup> - term | 2020-12           | 2024-12        |



## REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



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### Source Water Protection Advisory Committee (SWPA)

| Name   | Appointed      | Expiry         |
|--|----------------|----------------|
| Mayor Wendy Donovan                                      | Non-applicable | Non-applicable |
| <b>Councillor Ian Palmeter (Chair)</b>                   | 2023-01        | 2024-10        |
| Deputy Mayor Wendy Elliott                               | 2022-12        | 2024-10        |
| <b>Vacancy 3yr term.</b>                                 |                | <b>2026-12</b> |
| <b>Vacancy – 2yr term.</b>                               |                | <b>2025-12</b> |
| Councillor Peter Allen (Municipality of County of Kings) |                |                |
| Marcel Falkenham (Acadia University)                     |                |                |
| Shane Warner (member at large – County of Kings)         |                |                |

### 6) FINANCIAL IMPLICATIONS

Not Applicable

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not Applicable.

### 8) COMMUNICATIONS REQUIREMENTS

Once appointed, the new Committee appointments will be updated to the Town of Wolfville website. Letters acknowledging appointments will be drafted for Mayoral signature.

### 9) ALTERNATIVES

Not Applicable – Council is required to appoint replacements to Committees of Council