



# Committee of the Whole

September 10, 2024

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

---

### 1. Approval of Agenda

### 2. Approval of Minutes

- a. Committee of the Whole Minutes, July 9, 2024
- b. Committee of the Whole In Camera Minutes, July 9, 2024

### 3. Presentations

- Rielle Hoeg, Swift Birds at Robie Tufts

### 4. Mayors Comments

### 5. Public Input / Question Period

PLEASE NOTE:

- *Individual members of the public may make comments and ask questions for up to 5 minutes.*
- *The same person may return for up to 5 minutes at the end of the agenda to provide Council with any new information after hearing the reports, which may help in Council in their decision-making.*
- *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.*



## **6. Conference Reports (Council)**

- a. International Town and Gown

## **7. Committee Reports (Internal)**

- a. Accessibility Advisory Committee (*verbal report*)
- b. RCMP Advisory Board (*to follow*)

## **8. CAO Report**

## **9. Staff Reports for Discussion**

- a. RFD 045-2024 Various Policies of Council Administrative Amendments
- b. RFD 047-2024 Policy #120-008 Travel, Meal and Miscellaneous Policy Amendments
- c. RFD 046-2024 Policy #110-005 Council Remuneration Policy
- d. RFD 048-2024 Policy #710-003 Grants to Organizations Policy
- e. IR 016-2024 Terms of Reference Equity & Anti-Racism Advisory Committee

## **10. Committee Reports (External)**

- a. Kings Point-to-Point (KPPT)
- b. Valley Regional Fibre Network (VRFN)
- c. Regional Emergency Operations (REMO)

## **11. Public Input / Question Period**

## **12. Request for Agenda Items**

- a. Dyke Walls as a Recreational Asset



13. **Adjournment to In-Camera Meeting under *section 22(2)(a)(e) & (h) Of the Municipal Government Act.***
  - a. Land Acquisition
  - b. Contract Negotiations
  - c. Public Security
  
14. **Adjournment of In-Camera Meeting**
  
15. **Regular Meeting Reconvened**
  - a. IR 017-2024 Robie Tufts Encampment
  
16. **Motions from In-Camera Meeting**
  
17. **Regular Meeting Adjourned**

## CONFERENCE UPDATE

Title: International Town and Gown Conference  
Date: June 4-7, 2024  
Department: Office of the CAO

---



### UPDATE:

Three members of Wolfville's Town council and our compliance officer attended the International Town and Gown conference at College Park Maryland, U.S.A. from June 4-7, 2024. This is home to the University of Maryland with a student population of just over 40,000. The town has slightly less at just over 34,000. 382 attendees represented 35 US states and members of Canada and the UK were also present. The key seminars attended were focused on transportation, housing, planning and sustainability, equity and inclusion the town and gown partnership, public safety and mental health.

Also, key to the conference was networking between sessions. Visiting their new Town Hall and the partnership they have built with the University in the last 15 years is inspiring. The amount of construction on campus is staggering, returning in 3 to 4 years would be interesting. The major takeaways were how do we adapt some of this learning so that we may better foster our relationship with Acadia University.

#### Equity, Diversity and Inclusion

This session focused on a 5-step anti racism approach to improving mental health in a clinical care setting.

- 1) Admitting being a racist to be an anti-racist. Racist is a descriptive term for policies and ideas that create or justify inequities, not a PERSONAL attack.
- 2) Pause to heighten racial consciousness and prepare to challenge racism.
- 3) Name and Identify racism.
- 4) Learn the legacy of racism.
- 5) Prevent toxic exposure.

Discussion on the steps we can take, for example be transformative not trendy. Become an ally and listen careful to understand. Finally, avoiding common traps and don't get stuck, always relying on Black people for education for our own institutional racism.

#### Transportation

This was most interesting concept, although we don't currently have the population to advance this locally. It's a train called the Purple line travelling 21 miles East to West. There will be 21 stations, and 5 will be located on UMD. This was first looked at 50 years ago, however construction began in 2017 and is expected to be complete in 2027. A presentation from the Purple line corridor coalition was interesting as they focused on opportunity and equity in the communities it will service as they support businesses and housing choices for more sustainable communities. All our sessions were held at the student union complex, the rail line will be going directly up the hill in the middle of campus. Again, major construction, but very easy access for students commuting.

## CONFERENCE UPDATE

Title: International Town and Gown Conference  
Date: June 4-7, 2024  
Department: Office of the CAO

---



An information booth on e-scooters was timely and informative. Their mission is having clean and accessible transportation. The e-scooters and e-bikes were picked up and dropped off in taped areas, so they weren't prohibiting accessibility on sidewalks and other areas.

The use of enforcing helmets was problematic. Not wanting to wear used helmets and the possibility of stealing were also cited. These were widely used on campus as like Acadia it is situated on a hill. As expected, the e-scooters serviced a younger demographic, and the e-bikes were more suited to an above 50 population and peoples with disabilities. They suggested when launching this company an open house and giving proper instruction is vital.

Economic Impact on Towns from the Varsity Athletics perspective:

The University discussed was Clemson, in South Carolina with a student population of just under 30,000. The city of Clemson has a population of just under 19,000. However, on football gamedays the population increases to just under 119,000. What is the economic impact to this small city? Hotel occupancy increases, dining at restaurants increases, as well as retail sales in stores increasing. The question posed is how the success of the university affects the town it is in, and why should the city be so invested. Clemson is the 28<sup>th</sup> largest city in South Carolina, however on seven home games, they become the 4<sup>th</sup> largest city in South Carolina. This is great for tourism and having this temporary population potentially visiting on the other 358 days of the year. Having such a spike in population isn't without its challenges with respect to traffic, water and sewer and the effect on the environment. The University has put in extra traffic lanes entering and exiting the city to limit accidents and emergencies. This relationship between the town and University evolved over years to reach this point of respect, just like any relationship, it is never without issues.

Clemson also did great things to keep the economic impacts going on their Main Street – by closing the street one day a week and using it as a community gathering space for all ages. It is a great balance of economics, and community connections.

### Community Wellness and Engagement

There were many sessions focused on health, wellness, and being engaged socially in community on campus and off. After the pandemic, there was a real effort to ensure that human connection was at the forefront.

Mental Health, Wellness and Belonging were trends discussed throughout the Conference.

Apps like GivePulse were shown and it matched students with volunteer needs in the community. It gave students experience and connection and integrated students with a sense of purpose into their new community forging lasting relationships.

## CONFERENCE UPDATE

Title: International Town and Gown Conference  
Date: June 4-7, 2024  
Department: Office of the CAO

---



There was a neat presentation on Art in the Right Of Way. Students, Professors across disciplines - including art, transportation, architecture music and dance – to execute and engaged Residents to demonstrate a project to enhance traffic safety and a sense of belonging on campus. This showed how art painted on the streets (temporarily for the first time) engaged all people in the community to be used to traffic calming measures.

It was successful for the purpose intended but it also brought community together in yet another way.

### Facilities/Housing/Private Investment

A few sessions had this theme running through them. The facilities management session was a high level overview of a very detailed, long plan of what the campus had, how it was laid out and planned in close collaboration with the surrounding community and what they could offer each other. The development of the assets were planned in great partnership with community.

Private investment was a topic that came up in a couple of the offerings. It was done by building homes, and economic development/business opportunities on and in neighbouring communities to campuses. The need for private developers to move the needle on housing and servicing the needs of those residents revitalized spaces.

Respectively submitted by:

Councillor MacKay and Councillor Ingham

## CAO REPORT

September 10, 2024

Office of the CAO



## Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

### **CAO Transition:**

Glenn Horne began at the Town's CAO on July 15, 2024. Since that date he has been connecting with council and staff, getting up to speed on ongoing files, learning about the Town's processes and structures, meeting stakeholders, taking in community events, and relocating his family to Wolfville. Glenn expresses his thanks and appreciation to council, staff and the Town's former CAOs for their support and assistance during this transition.

### **Soups and Sides:**

Volunteers have been trained and our Soups and Sides Program at the Market launches on September 9. We have support from Acadia Community Development students and our former co-op student Kali Lancaster is supporting the project through an independent study program at Acadia. The program has welcomed local chef, Ayzhia Beaton as our Soup Wizard and we look forward to supporting community connections through the months ahead.

### **Kesalul\* NOW ReconciliACTION Mawio'mi**

From September 30, the National Day for Truth and Reconciliation through to October 4, the Sisters in Spirit National Day of Vigils for missing and murdered Indigenous women and girls, and Two Spirit people, the Town of Wolfville will be a partner in the **Kesalul\* NOW ReconciliACTION Mawio'mi**.

Workshops, circles, lectures and other events on the Acadia campus will be open to the community and the teepee will return to Clock Park. Details are still being worked out, but the Town will also be hosting a very special Soups and Sides with support from our Indigenous partners on September 30. The community is invited to participate in activities and to hang red dresses and/or orange t-shirts outside homes and businesses.

### **Wolfville International Student Support Program:**

Applications are now being received for volunteer community support persons. Outreach to International students will begin later in September along with the hiring of an international student in the role of program coordinator. Student matches will be made by Thanksgiving.

### **RCMP staffing changes**

Staff were informed of a restructuring of duties within Kings District, and moving forward, Sgt. Mitch Pelletier ([michel.e.pelletier@rcmp-grc.gc.ca](mailto:michel.e.pelletier@rcmp-grc.gc.ca)) will be the contact for all Wolfville matters. Travis Collins will be working out of Kingston. Staff have expressed gratitude to Travis for being such a strong partner and for his commitment to community policing.

### **Community Safety and Compliance**

Compliance Staff will be on shift during the Welcome Week Street Party to assist staff and perform routine patrols. We are excited to welcome new and returning students to Wolfville for another great

## CAO REPORT

September 10, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

academic year. Staff will be taking part in the annual Door-to-Door with Acadia's Coordinator of Student Conduct and Community Support, Olivia Lynch. HOCO 2024 meetings and planning are also underway.

#### **Engineering and Public Works**

The Wastewater Treatment Plant Phase Two Expansion and Flood Mitigation is still on schedule for winter tender and spring construction kickoff.

For Production Well #3, two test wells have been drilled in the Elderkin field. One has favourable results but updated drilling costs for a permanent municipal well are much higher than originally estimated by CBCL and budgeted for this year. Additional budget approval will be requested so we can continue moving forward on this critical project. MCGP funding approval includes this project.

The Kent Avenue Sidewalk Replacement project is unlikely to be ready for tender in 2024 season due to higher priorities.

The 2024/25 fleet replacements and acquisitions process has ensured all fleet and equipment purchases approved for the 2024-25 fiscal year have been ordered. Staff took delivery of a new 100% electric work van for the water utility earlier this season. We are still waiting for exterior graphics, and so far, the vehicle suits the application well.

#### **Active Transportation Network Construction and Upgrades**

We are working with \$513,600 for the initial year projects. Drainage improvements and the paving of portions of the trail, Festival Theatre connector, new crosswalks, and shared streets signage and pavement marking are all planned for 2024/25.

The East End Gateway Parking Lot reconstruction project is complete except for the pedestrian and parking lot lighting and signage. Pedestrian decorative lighting will be installed shortly, but the lot lighting is not expected until late fall.

The West End Park Improvements and Trail Construction conceptual planning for the West End Park and nearby trail system is complete, however scoping initial construction work for site servicing and drainage improvements, construction of crusher dust trails, and initial tree planting and garden has not been completed due to competing priorities. This project is a candidate for deferral to 2025/26.

The Reservoir Park Washrooms and Change Room project has early conceptual planning done, however scoping construction for site servicing and the installation of a prefabricated washroom and changeroom structure has not been completed due to competing workload priorities. This is also a candidate for deferral to 2025/26.



## CAO REPORT

September 10, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

The Tennis Court Resurfacing contract has been awarded, and the work is scheduled for October 2024.

East End Development (Kenny Lands) has connections to street infrastructure on Maple are currently being worked on. Staff are expecting an approval/takeover package from the developer in early fall. The acceptance review will require significant administrative effort.

The Jessie Jaggard Extension (West End) Plan set has been accepted (awaiting final revisions) and the Servicing Agreement has been drafted.

#### **Development Control**

Changes to the Provincial regulations for short-term rental now require that operators provide proof from their Municipality that they meet their respective bylaws. This has caused a significant increase in requests for development permits from the Development Officer. As the regulatory landscape evolves, more discussion with the next Council on short-term rentals will be warranted.

#### **Housing Accelerator Fund**

Staff (Devin, Lindsay and Barb) successfully completed the program “Leading Urban Change” through the University of Toronto School of Cities. This work was done in support of the Housing Accelerator roll-out.

The non-market working group has begun regular meetings starting in August and will continue to meet monthly. A Parking study is underway, and a preliminary/scoping and kick-off workshop was held with some Acadia Staff and WBDC members on August 21. Staff have also been meeting with Acadia to discuss next steps in the student housing strategy initiative. Background work on zoning and planning document updates is underway and a fulsome package to orient the new Council

#### **Community Recreation and Events**

Staff are spearheading a new Active Transportation (AT) project here in Wolfville, working on a new **free** bike rental program that will be based in a sea can near the harvest moon trailway at the East End parking lot. Staff have successfully ordered a fleet of 17 new bikes including an accessible option, a sea can for storage and we are working with the WBDC on wayfinding/signage/placemaking to support this. The full program details are being worked on and a more fulsome update will be provided. A soft launch may be feasible this fall with the full launch anticipated in the Spring of 2025. This initiative was fully funded through the Province of NS in support of our AT network.

Staff are working on planning and launch prep for the fall afterschool program, schedule, registration and staff hiring for the year. We will support 18 kids daily from 2:30-5:00pm.

Staff are planning for fall rounds of programming and will open registration soon (Uke, Dance, bike, tai chi, older adult fitness) and wrapping up summer programming: Yoga in the park, summer concert series, try it in Wolfville, salsa by the sea.

## CAO REPORT

September 10, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

The Valley Dance Festival (Community Partnership Program grant recipient) postponed to Sept. 21 due to weather and the free Friday evening Salsa by the Sea dance program has extended until Sept. 20. The program is very popular, bringing diverse groups (age/ethnicity/people with disabilities) each week and seeing different faces each week.

Reservoir bike trails bridges/skills park repairs were completed by standing offer with Rooted Landscaping & Tree Removal. The Tower Field back netting installation was completed by a contractor, and Tennis Court resurfacing is on schedule to be completed late September/early October depending on weather

A Seniors' Week event planned at the Legion on October 6, with the Town providing support to Community Links organization.

#### **Visitor Information Centre**

Staff moved into the new building for the end of July. Many residents came in to check out the new building and find that we have some regional guides.

We show an increase in Wolfville visitor numbers over last year. Staff gave away approximately 160 local maps, 125 winery guides and over 300 Nova Scotia maps plus a large variety of regional guides with Digby area being the most popular. Our most asked questions that we can answer are about tides, wineries and places to eat along with the most asked question "What is there to do in Wolfville?"

#### **Community Planning:**

Land disposal on Bishop Avenue is proceeding as per Council direction. A surveyor will be working on-site soon. Exact sale price still to be determined (approx. \$5000).

Tree policy work continues with the drafting of policy in progress. Engagement sessions (Walk-abouts) are being planned for the Fall. More information and a briefing will come to the new Council.

The Reservoir Park invasive species removal is progressing well with significant work completed so far in removing buckthorn, Norway maples and multi flora rose in several locations through Reservoir Park. Native plantings to be added in the Fall and they expect to return next year for the 2025 season.

At the Old Burial Ground staff met with Katherine Jenkins from Randall House, and Jon Saklofske from Acadia to learn about the history, new interactive apps, and sourcing ground radar records from previous projects. All of this will help plan for site improvements/repairs/maintenance and a scope of work to be considered in the budget process.

Acadia Woodlands work continues with meetings to discuss formalizing certain trail access points, crosswalks, signage, FireSmart assessments etc.

## CAO REPORT

September 10, 2024

Office of the CAO



## Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

Staff are working with the WBDC on project updates and discussing upcoming meetings on Tourism Levy opportunities, the REN's ongoing initiative.

A Parks Planning and new Council orientation package is being developed and will be delivered this fall as part of Council orientation.

### GIS

The Highland Avenue and Fairfield Street capital project information is now available on WolfvilleGIS. The Permittable application is also tracking Building Inspections, Permit Application Reviews, and Short-Term Rental Applications. The new summary statistics are integrated into the Permit Activity Dashboard. Monthly permit activity reports have been published to Laserfiche for staff and the Planning Advisory.

Under the Civic Address Bylaw, civic signage was ordered, and we are now coordinating with Public Works staff to post a civic number sign at each park and the Historical Walking Tour Map has been updated for the Welcome Center.

WolfvilleGIS is assisting the Randall House with a funding proposal to use new technology to create the Historical Geography of Mud Creek. A preliminary topographic map was created, emphasizing the natural and engineered hydrology network, combined with 3D elevation modeling.

Preparation has begun for the upcoming planning review GIS work starting in September. Projects include analyses of population and dwelling density, available land, active transportation, micro-transit, parking, and other trend analyses related to land use planning.

### Finance

Utility bills were due Friday, August 2 and reminders were issued Friday, August 9 to Town residents. Final property tax bills, issued at the end of August will be due Tuesday, October 1, 2024.

Finance continues to work on the March 31, 2024, year-end financial statements with our auditor, Grant Thorton, and will be presenting financial statements to the Audit Committee on Friday, September 13 and everyone is welcome to attend. Q1 2024-25 variance report will also be presented to the audit committee in September 2024.

Finance and Corporate Service Departments have been assigned online Occupational Health & Safety training on Harassment and Violence Prevention for Employees through the Canadian Centre for Occupational Health and Safety.

### Municipal Elections

We are well underway in planning for the Election. This is an all-electronic election, meaning no paper ballots. Voting will take place online or via telephone only and can be done 24/7 from the date of the

## CAO REPORT

September 10, 2024

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

---

first advance poll on October 10 starting at 12noon. Lines will remain open until end of voting on ordinary polling day Saturday, October 19 at 7pm.

If anyone wishes to vote in person or requires assistance, there are three different days that can be done as follows:

1<sup>st</sup> Advance Poll Day – Thursday October 10<sup>th</sup> – from 12noon to 8pm

2<sup>nd</sup> Advance Poll Day – Tuesday October 15<sup>th</sup> – from 12noon to 8pm

Ordinary Polling Day – Saturday October 19<sup>th</sup> – from 8am to 7pm

In-person voting days will be at the Visitor Information Centre in Willow Park.

Residents wishing to ensure they are on the voter's list, can call the Elections Help Line, email the election office or visit Town Hall. Proof is required of residency in the Town. If none can be provided there is a requirement to swear or affirm an oath in person.

To book an appointment or for any other information you can call the Elections Help Line or email the election office.

#### Elections Help Line

[\(902\) 698-9938](tel:9026989938)

[electionoffice@wolfville.ca](mailto:electionoffice@wolfville.ca)

#### Upcoming events:

- Sept 21 – Valley Dance Festival
- Sept 23 – 26 – Association of Municipal Administrators of Nova Scotia (AMANS) Fall Conference
- Sept.27-29 – Deep Roots Music Festival
- Sept. 30 – Oct. 4 - Kesalul\* NOW ReconciliACTION Mawio'mi
- October 10 – 19 – Municipal Election
- Oct.21-27 – Devour!
- Nov.1 – Pumpkin Parade
- Nov. 7 – 10 Nova Scotia Music Week
- Nov 26 – 29 – Nova Scotia Federation of Municipalities (NSFM) Fall Conference
- Nov. 30 - Night of Lights
- Nov.30- Dec.21 – Wolfville Glows (various events)
- Jan.1 – New Year's Levee
- Feb.17 – Heritage Day

## REQUEST FOR DECISION 045-2024

Title: Various Policies of Council – Administrative Amendments  
Date: 2024-09-10  
Department: Office of the CAO

---



## SUMMARY

### VARIOUS POLICIES OF COUNCIL – ADMINISTRATIVE AMENDMENTS

The Council Policy Review Task Force carried out a review of the following Council Policies:

- a) 110-004: Council Conference and Professional Development
- b) 110-006 Council Board & Commission Remuneration Policy
- c) 110-003 Deputy Mayor Policy
- d) 110-001 Committees of Council Policy
- e) 110-007 Policy Making & Management Policy

Some of these policies had been reviewed recently and, in all cases, only administrative amendments were noted as being required except for the Council Board & Commission Remuneration Policy and the Policy Making & Management Policy, where a review of each was carried out, with no amendments being recommended at this time.

Full information on the amendments is outlined in the discussion section of this report.

#### DRAFT MOTION:

That Council approve the amendments to Policy #110-004: Council Conference and Professional Development Policy as outlined in RFD 045-2024.

That Council approve Policy# 110-006 Council Board & Commission Remuneration Policy as attached to RFD 045-2024.

That Council approve the amendments to Policy #110-003 Deputy Mayor Policy as outlined in RFD 045-2024.

That Council approve the amendments to Policy 110-001 Committees of Council Policy as outlined in RFD 045-2024.

That Council approve Policy #110-007, Policy Making & Management Policy as attached to RFD 045-2024

## REQUEST FOR DECISION 045-2024

Title: Various Policies of Council – Administrative Amendments  
Date: 2024-09-10  
Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendation of staff and the Task Force.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act.

### 3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve each of the policies as presented.

### 4) REFERENCES AND ATTACHMENTS

The following draft policies with amendment where appropriate are attached:

- a) 110-004: Council Conference and Professional Development
- b) 110-006 Council Board & Commission Remuneration Policy
- c) 110-003 Deputy Mayor Policy
- d) 110-001 Committees of Council Policy
- e) 110-007 Policy Making & Management Policy

### 5) DISCUSSION

#### **Policy #110-004: Council Conference and Professional Development Policy**

This policy was updated in February. When our new Director of Finance started, it was pointed out that the accepted financial terminology is allocated allowance rather than term stipend. Other small housekeeping changes highlighted in red.

#### **Policy# 110-006 Council Board & Commission Remuneration Policy**

This policy was reviewed with no amendments being recommended at this time.

#### **Policy #110-003 Deputy Mayor Policy**

The following specific duties have been identified as appropriate for the Deputy Mayor position to take on and are listed under new Section 5.8 of the policy:

- Chair the COW meetings.
- Chair the CAO Evaluation Meetings.
- Attend the regular meeting of the Mayor, CAO and Town Clerk.

## REQUEST FOR DECISION 045-2024

Title: Various Policies of Council – Administrative Amendments

Date: 2024-09-10

Department: Office of the CAO

---



### **Policy #110-001 Committees of Council Policy**

It has been past practice that membership on committees for members of council is reviewed every November and changes are sometimes made to the membership. To keep in line with the Terms of Reference and to allow members time to settle into a committee, this review will now take place every two years starting in the November of the first term of a new council and the November of their third year.

### **Policy #110-007, Policy Making & Management Policy**

This policy was reviewed with no amendments being recommended at this time.

### **6) FINANCIAL IMPLICATIONS**

N/A

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

N/A

### **8) COMMUNICATION REQUIREMENTS**

If approved, amended Policies will be posted on the Town's website.

### **9) ALTERNATIVES**

Council can choose not to approve the recommended amendments or can make changes to the draft policies.



## POLICY

<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 2016-12-19 2022-09-27 2024-02-27	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16 25-09-22 41-02-24

### 1.0 Purpose

To provide a procedure allowing for the opportunity for the mayor and council to engage in effective professional development, ensuring proper representation at national/provincial conferences and boards/committees, and to allow a fair and equitable opportunity for participation at conferences and boards/committees by all members of council.

### 2.0 Scope

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

### 3.0 References

- NS Municipal Government Act 1998

### 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 **AMANS** means Association of Municipal Administrators of Nova Scotia
- 4.5 **Mayor** means the Mayor of the Town of Wolfville
- 4.6 **Members of Council** means all council members including the mayor of the Town of Wolfville
- 4.7 **CAO** means the Chief Administrative Officer of the Town of Wolfville





## POLICY

---

### 5.0 Policy

#### 5.1 General Procedure

- 5.1.1 Staff will prepare a list of known conferences and professional development opportunities for members of council, including locations, based on the four-year term of council **for consideration**.
- 5.1.2 Each member of council will have an **allocated allowance** for the purpose of attending conferences and professional development opportunities. This amount will be identified during the budget process.
- 5.1.3 Members of council will identify the conferences and professional development opportunities they wish to attend. **These opportunities must have a direct benefit to the work of council**.
- 5.1.4 Members of council who attend a conference are expected to share their learned knowledge with the other members of council and complete a report as to the relevance of the course for future participation.
- 5.1.5 **The Fall** NSFAM is a separate budgeted amount and will not be funded from the **allocated allowance**.

#### 5.2 Priority

- 5.2.1 Budget and schedule priority is given to attendance at NSFAM.
- 5.2.2 To ensure adequate representation and appropriate opportunities for the mayor and council to attend, the maximum numbers will apply:
  - Fall NSFAM – mayor and 6 councillors may attend.
  - Spring NSFAM – Up to 2 members of council may attend.
  - FCM - mayor and 6 councillors may attend when in Halifax.
- 5.2.3 Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

#### 5.3 Registration and Reporting for Conferences

- 5.3.1 Attending 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.
- 5.3.2 Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- 5.3.3 All members of council attending a conference on behalf of the Town shall provide a brief written report, describing the purpose of the trip and submit



## POLICY

---

to council for information using the Conference Update Form (*see Form Conference Update Form - Appendix A*).

### 5.4 Board and Committee Membership

- 5.4.1 Council acknowledges the importance of representation by the Town at the board or committee level for NSFM or other organizations identified by council.
- 5.4.2 Where appropriate, council will endorse the candidacy of one (1) member of council to represent the Town on boards and committees described in 5.4.1. through council resolution.
- 5.4.3 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.
- 5.4.4 If the candidacy is successful for a board or committee, the Town will provide reimbursement of expenses to attend the board or committee meetings as appropriate.
- 5.4.5 Such endorsement and support for candidacy will be subject to annual review by council.
- 5.4.6 Any support for candidacy will always be subject to the budgetary funds available.

### 5.5 Council Approvals

- 5.5.1 In circumstances where time does not allow for council approval for board or conference candidacy at a regularly scheduled council meeting, council polling may be conducted at a virtual meeting of council in accordance with the Town's Virtual Meeting Policy #110-014.

---

CAO or Town Clerk

February 27, 2024

---

Date



# POLICY

---

## Appendix A

### CONFERENCE UPDATE FORM

#### Summary of Purpose of Conference

*(Provide a brief description of the conference including host/timeline/location/format information)*

---

---

---

---

---

---

---

---

#### Lessons Learned

*(What you liked and disliked about the conference and what you know now that you didn't know beforehand)*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## POLICY

---

### **Implementation at the Town**

*(What takeaways if any, would be beneficial to the Town and any thoughts on how they could be implemented)*

---

---

---

---

---

---

---

---

### **Next Steps**

*(What do you want to see happen next, staff instruction/further training/)*

---

---

---

---

---

---

---

---

### **Final Thoughts**

*(Was it worth attending, and would you recommend it to the other Council members in this term or the next)*

---

---

---

---

---

---

Submitted by:

---

---



## POLICY

---

<b>Council Board and Commission Remuneration</b>	
<b>Policy Number:</b> 110-006	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 1999-08-16	<b>Approval By Council (Motion Number):</b> 07-08-99

### 1.0 Purpose

To provide a policy permitted under the Municipal Government Act Section 23 (2) that deals with remuneration paid to a member of members who have been appointed by a municipal council.

### 2.0 Scope

This Policy is applicable to Town of Wolfville Town Council members or other representatives who have been appointed to a board, commission or authority.

### 3.0 References

- 3.1 Nova Scotia Municipal Government Act (Section 24)

### 4.0 Definitions

- 4.1 **Member of Council** means a member of Council for the Town of Wolfville.

### 5.0 Policy

- 5.1 Where a member of Council has been appointed by motion or resolutions to a board, commission or authority, any remuneration (if any) paid by that board, commission or authority to members shall be paid directly to the Town.
- 5.2 The remuneration indicated in Section 5.1 shall include meeting fees or honorariums but not include reimbursements for expenses.
- 5.3 Where Council has appointed a representative by motion or resolution who is not a Council member to a board, commission or authority, any remuneration paid by the board, commission or authority shall go directly to the individual appointees.



## POLICY

---

- 5.4 Where Council has appointed any of its members or non members to committees per Section 24 of the Municipal Government Act the appointees shall not receive any remuneration for their appointments or attending meetings other than the reimbursement of expenses.

---

CAO

August 16, 1999

---

Date



## POLICY

Deputy Mayor	
<b>Policy Number:</b> 110-003	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2000-11-14 2021-12-21	<b>Approval By Council (Motion No.):</b> 02-11S2-00

### 1.0 Purpose

To establish a policy on the appointment of Deputy Mayor, as required under the *Municipal Government Act*.

### 2.0 Scope

This Policy is applicable to the Town Council of Wolfville in the selection and appointment of a Deputy Mayor.

### 3.0 References

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

### 4.0 Definitions

- 4.1 **“Deputy Mayor”** - The *Municipal Government Act* states that Council shall select one of its members to be Deputy Mayor. The member, who shall be called Deputy Mayor, shall during any vacancy in the office of Mayor, or during any absence or illness of the Mayor, have and exercise all the powers and authority and discharge all the duties of the Mayor.

### 5.0 Policy

The Town of Wolfville establishes the following policy concerning the selection of Deputy Mayor:

- 5.1 During the Council meeting immediately after the swearing in of new Councillors, following the regular municipal elections in the Province of Nova Scotia, Council shall entertain expressions of interest by all those interested in the Deputy Mayor position.
- 5.1.1 Councillors shall express interest individually and will not be required to be nominated by fellow Council members.
  - 5.1.2 If only one Councillor expresses interest, they will be acclaimed to the position at this meeting via resolution of Council.
  - 5.1.3 If more than one Councillor expresses interest the decision will be deferred to the next regular Council meeting in accordance with Section 5.2.



## POLICY

---

- 5.2 If more than one Councillor expresses interest in the Deputy Mayor position, at the next regular Council meeting:
- 5.2.1 All interested Councillors will be provided with up to five minutes to share why they are interested in the position and what they feel they will bring to the role.
  - 5.2.2 A vote will be taken by secret ballot, which shall be scrutinized by the Town Clerk and one other staff member, and
  - 5.2.3 After the vote is tallied Council shall by resolution select the successful candidate to serve as Deputy Mayor.
- 5.3 The Deputy Mayor shall serve until the end of the first regular monthly Council meeting that occurs after a year (12 month) term has expired.
- 5.4 At the regular Council meeting prior to the current Deputy Mayor term expiring, Council will entertain expressions of interest for the Deputy Mayor position and follow the same process outlined in 5.1 and 5.2.
- 5.4.1 The successful candidate, if acclaimed, will not commence their position until the current Deputy Mayor has completed their term as per Section 5.3.
- 5.5 Councillors are eligible to reoffer and serve consecutive terms as Deputy Mayor.
- 5.6 If the Deputy Mayor resigns as member of Council, or leaves Council for any other reason, Council will select a replacement Deputy Mayor for the balance of the term in accordance with the process outlined in 5.4.
- 5.7 The Deputy Mayor has all the power and authority, and shall perform all the duties of Mayor when the Deputy Mayor is notified that:
- 5.7.1 the Mayor is absent or unable to fulfil the duties of Mayor,
  - 5.7.2 the office of Mayor is vacant
- 5.8 Deputy Mayor's official duties are to:
- 5.8.1 Chair the COW meetings.
  - 5.8.2 Chair the CAO Evaluation Meetings.
  - 5.8.3 Attend the regular meeting of the Mayor, CAO and Town Clerk.





## POLICY

<b>Committees of Council</b>	
<b>Policy Number:</b> 110-001	<b>Supersedes Policy Number:</b> 110-002 Committee Procedures
<b>Effective Date:</b> 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19 2023-07-18	<b>Approval By Council (Motion Number):</b> 19-08-96 03-12-14 19-01-15 26-02-18 26-01-22 16-07-22 17-07-23

### 1.0 Purpose

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

Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

### 2.0 Scope

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

### 3.0 References

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

### 4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- 4.3 **Quorum** is the number of members required to make decisions at the meeting. A majority of members present equals quorum.
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

### 5.0 Policy

This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.



## POLICY

---

### 5.1. Committees of Council

- 5.1.1 Council shall have the following Committees of Council – Accessibility Advisory Committee, Audit Committee, Committee of the Whole, Planning Advisory Committee, Police (RCMP) Advisory Board and Source Water Protection Advisory Committee.
- 5.1.2 The Planning Advisory Committee will serve as the Heritage Advisory Committee.

### 5.2. Council Membership

- 5.2.1 In November of the **election year and third year of Council's term**, the Mayor and CAO will recommend Councillor appointments including alternates to committees referenced under Sections 5.1, and 5.11 of this Policy, excluding Committee of the Whole.
- 5.2.2 These recommendations will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e., family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair when distributing the workload amongst Council members.
- 5.2.3 Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.
- 5.2.4 The Mayor, or Deputy Mayor with approval of Council, shall be an ex-officio voting member on all Committees of Council.
- 5.2.5 Where a Committee has two or less Council members, one Councillor will be appointed as an alternate to fill in for any Council member on that committee who may be unavailable.
- 5.2.6 Committees will be chaired by a seated member of Council unless mandated by legislation.
- 5.2.7 Committees will be Vice Chaired by a seated member of Council unless mandated by legislation.
- 5.2.8 Chair & Vice Chair positions will be selected annually by Council unless mandated by legislation.

### 5.3. Citizen Membership

- 5.3.1 Applications for citizen appointments to Committees shall be invited by public advertisement.
- 5.3.2 Council will review all applications and select citizen appointments to Committees in December of each year.
- 5.3.3 Citizen members serving on any Committee shall be eligible to reapply for a consecutive term. Applications of returning members shall be reviewed along with new applicants. Completion of a first term does not guarantee selection for a second term.
- 5.3.4 Citizen members who have served two consecutive terms on the same Committee must take a leave of absence for at least one term before reapplying to serve on the same Committee but could apply for a different Committee without any such break.



## POLICY

---

- 5.3.5** A citizen member may serve on more than one Committee at a time.
- 5.3.6** Any citizen member of a Committee, who is absent from three (3) consecutive meetings of the same Committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term subject to Section 5.3.3 and 5.3.4.
- 5.3.7** If a citizen member vacates the committee before that member's term would normally expire, the vacancy will be posted to the end of the unexpired term.
- 5.3.8** Citizen members are required to sign a statement acknowledging compliance with the Citizen Member Code of Conduct (attached).

### **5.4. Decision Making & Voting**

Decisions are made by majority vote of the members present.

### **5.5. Scheduling**

- 5.5.1** Council shall review and approve a meeting schedule in December of every year for the following January – December calendar year.
- 5.5.2** All Council, Committee of the Whole (including full day meetings and special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included in the schedule.
- 5.5.3** All members of Council shall receive calendar notifications of every Committee of Council meeting. Council members attending a Committee who are not the appointed official for that Committee shall sit in the viewing gallery and have the same rights and privileges as any member of the viewing public.

### **5.6. Qualifications**

- 5.6.1** Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by Council.
- 5.6.2** Citizen members are selected by Council, after consideration of various factors including skillset, knowledge, experience, level of interest and reason for applying, as well as any identified knowledge/experience gaps currently on the Committee. Specific knowledge/experience requirements are included in the Terms of Reference for each Committee.
- 5.6.3** All Committee appointments are made at the discretion of Council.

### **5.7. Rules of Engagement**

- 5.7.1** A majority of the members of a Committee constitutes a quorum.
- 5.7.2** All Committees shall meet in accordance with their Terms of Reference (*see attached Appendices*).
- 5.7.3** Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.
- 5.7.4** Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the Chair with advanced notice to all members and the CAO.



## POLICY

---

- 5.7.5** Special meetings of Committee of the Whole may be **requested by the CAO or Mayor and with agreement by council, arranged** by the Town Clerk. The Town Clerk will aim to provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.
- 5.7.6** Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.7.7** Any member attending virtually in accordance with Virtual Meeting Policy 110-004 is deemed present for quorum and voting purposes.
- 5.7.8** Subject to Section 22 of the Municipal Government Act, Committee meetings are open to the public.
- 5.7.9** The Committee may receive presentations from the public upon approval of the chair.
- 5.7.10** The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 5.7.11** Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.7.12** No member of a Committee shall give specific directions to any staff member at any Committee meeting. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.7.13** A Committee may choose to endorse the report of staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached to the agenda.
- 5.8. Administration**
- 5.8.1** The Town Clerk or designate shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the policies and procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee. The personnel delivering these sessions will differ for each committee but will involve some combination of the Town Clerk, Staff Liaison and Chair of the Committee.
- 5.8.2** Meeting agendas shall be prepared by the Committee Chair and staff representatives and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.8.3** The Town Clerk, or designate, will strive to have all Committee, Town Council and Committee of the Whole agendas circulated to Committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.8.4** Agendas may be varied at the beginning of the meeting by an affirmative vote of the members present.
- 5.8.5** The minutes of all Committee meetings are to be recorded and shall be forwarded
-

## POLICY

---

to the Town Clerk or designate. The Town Clerk, or designate, shall ensure minutes of all Committee meetings are available to Councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.

- 5.8.6** Information or actions from a Committee to be considered by Council will be presented in writing, using the “Committee Update Template” and included in the agenda package for the next regularly scheduled Committee of the Whole meeting. If the timing between meetings does not allow for a written submission to be produced prior to the agenda being circulated, a verbal report may be given at the meeting with the written report circulated and included in the next COW agenda package.
- 5.8.7** The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
- 5.8.8** The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
- 5.8.9** The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions during the Committee Report to Council.
- 5.8.10** The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
- 5.8.11** The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

### **5.9. Task Force Committees**

- 5.9.1** Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
- 5.9.2** In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.

### **5.10. Working Groups**

- 5.10.1** Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.10.2** Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
- 5.10.3** The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.
- 5.10.4** While Council members are not involved in the creation of a Working Group, they may become a member of a Working Group if appropriate.



## POLICY

---

### 5.11. External/Partnership Committees

**5.11.1** Council may participate on Committees with other municipal partners via request or through Intermunicipal Service Agreements.

- i. These Committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
- ii. These Committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
- iii. While these Committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the Committee to the appointed Council member(s).

**5.11.2** Council will participate in Committees with other partners via request or through established contracts or policies.

- i. These Committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
- ii. These Committees will be governed by their approved Terms of Reference and are outside of this Policy.

**5.11.3** Council will appoint Council representatives including alternates to External/Partnership Committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.3.1 and 5.3.2.

**5.11.4** Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.

**5.11.5** Alternates for these committees are appointed by Council.

**5.11.6** Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

### 5.12. Council Member Attendance

It is mandatory that Council members attend all Council meetings, including Committee of the Whole regular, budget and special meetings; all Public Hearings and all meetings for which they are appointed to under this policy. Attendance of members is recorded on each set of minutes. Virtual attendance is counted as if in person as per section 5.7.7 of this policy and MGA Section 19A.

**As per Section 17 (4) (4a), of the Municipal Government Act, any member of council who is absent for more than three consecutive regular meetings of council, without the leave of council, ceases to qualify to serve.**

In addition to the meetings specified in Section 5.1, 5.9, 5.10 and 5.11 of this Policy, Council members are expected to attend and participate in the following:



## POLICY

---

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

### 6.0 Policy Review

This Policy including the attached Terms of References will be reviewed every four years from effective/amended date.

### 7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

- 110-009 Accessibility Advisory Committee
- 120-015 Environmental Sustainability Committee
- 140-007 Audit Committee
- 601-001 Design Review Committee
- 760-002 Public Art
- 610-002 Planning Advisory Committee
- 910-001 Source Water Protection Advisory Committee
- 110-012 Attendance & Participation for Council Members Policy

CAO	Date

## POLICY

---

### Appendix A

## Accessibility Advisory Committee Terms of Reference

### 1. Purpose

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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





## POLICY

---

Wolfville.

### 3. References

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

### 4. Definitions

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


### 5. Membership

- 5.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
  - i. To two-year terms – Two (2) members of council to serve as Chair and Vice Chair.
  - ii. To two-year terms – three (3) members at large
  - iii. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.

### 6. Meeting

#### 6.1 Frequency

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

	2023_07_18
CAO	Date

## POLICY

---

### Appendix B

## Audit Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

#### 2.1 Audit

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

#### 2.2 Finance and Risk Management

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

### 3. References

- 3.1 [Nova Scotia Municipal Government Act](#)
- 3.2 [Policy 110-001, Committees Policy](#)
- 3.3 [Nova Scotia Municipal Finance Corporation Core Best Practices – Audit Committee](#)



## POLICY

---

### 4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
  - i. The Mayor
  - ii. To two-year terms – two (2) members of council
  - iii. To two-year terms – two (2) members at large
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

### 5. Meeting

- 5.1 **Frequency**  
The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.

	2023_07_18
CAO	Date

## POLICY

---

### Appendix C

## Planning Advisory Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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

### 3. References

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



## POLICY

---

### 4. Definitions

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

### 5. Membership

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

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

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

- 5.1 The Committee consists of nine (9) voting members who serve without pay.
- 5.2 Council shall appoint each of the nine voting members as follows:
  - i. The Mayor
  - ii. To two-year term – three (3) members of Council.
  - iii. To two-year terms – three (3) members at large
  - iv. To three-year terms – two (2) members at large.
  - v. Environmental rep and Heritage rep to be included as part of the members at large group.

### 6. Meetings

#### 6.1 Frequency

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

	2023_07_18
CAO	Date

## POLICY

---

### Appendix D

## Source Water Protection Advisory Committee Terms of Reference

### 1. Purpose

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

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

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

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

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

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

### 2. Mandate & Responsibilities

The Committee has the following responsibilities:

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



## POLICY

---

### 3. References

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

### 4. Membership

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

- 4.1 The Committee will consist of eight (8) voting members who serve without pay.
- 4.2 Council shall appoint each of the eight (8) voting members as follows:
  - i. The mayor
  - ii. To two year terms - two (2) members of Council
  - iii. To two year terms - two (2) members at large from the Town of Wolfville
  - iv. One (1) member of the Municipality of the County of Kings
  - v. One (1) member of Acadia University
  - vi. One (1) member at large from the County of Kings
- 4.3 Non-voting members who shall serve on the committee without pay are as follows:
  - i. Director of Engineering and Public Works, Town of Wolfville
  - ii. Manager of Engineering, Town of Wolfville
  - iii. Planning staff, County of Kings
  - iv. Nova Scotia Department of Environment representative
  - v. Consultant
  - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

### 5. Meeting

- 5.1 **Frequency**  
The committee shall meet quarterly.

	2023_07_18
CAO	Date



## POLICY

<b>Policy Making &amp; Management Policy</b>	
<b>Policy Number:</b> 110-007	<b>Supersedes Policy Number:</b> 1221-01
<b>Effective Date</b> 1996-01-15 Amended: 2015-12-15 Amended: 2023-11-21	<b>Approved By Council (Motion Number):</b> 22-12-15 25-11-23

### 1.0 Purpose

To indicate Council's desire to develop policies on any matter that it considers conducive to the effective management.

### 2.0 Scope & Responsibility

This Policy covers all policies developed for the Town of Wolfville. Its provisions extend to all staff involved in the development and management of policies for the Town of Wolfville. The Council Policy Review Task Force is the Administrator of this policy.

### 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)
- 3.2 [Town of Wolfville Bylaws](#)

### 4.0 Definitions

- 4.1 **Administrator** is defined as the staff position delegated by the CAO, responsible for the implementation and coordination of review of a specific Policy. For legislative policies, Council, or a delegated Council Policy Committee, is considered the **Administrator**.
- 4.2 **Council** means the Council of the Town of Wolfville
- 4.3 **Members of Council** includes the Mayor
- 4.4 **Mayor** is the Mayor of the Town of Wolfville.
- 4.5 **Policy** is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.
- 4.6 **Procedure** is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.
- 4.7 **Town** means the Town of Wolfville





## POLICY

---

### 5.0 Policy

- 5.1 Council has a broad mandate of providing services to its residents. To do that Council will develop policies which help to achieve their goals and objectives.
- 5.2 Policies will be developed on important issues and approved by a majority of the members of Council.
- 5.3 While the staff, public, and advisory committees may provide input on the nature of the policy, Council will retain authority to approve policies. The Town of Wolfville Policy numbering system is outlined in Appendix A.
- 5.4 Policies will change in response to new issues, circumstances, needs or concepts as they become known and new or amended legislation.
- 5.5 All policies, actions and the committees that are a result of the policies must be consistent with all Bylaws of the Town, Municipal Government Act, and other Acts of Legislature.

#### 5.6 Functions of Policy

- 5.6.1 They reflect the strategic plan and values of the Town.
- 5.6.2 They are the principles that guide action.
- 5.6.3 They are the planning tools for goal setting and service delivery.
- 5.6.4 They contain the rules and regulations and provide guidance for decisions Council is asked to make.
- 5.6.5 They provide for resource allocations (e.g., budget, staff time); and
- 5.6.6 They are a tool which helps to guide operational planning and goals as laid out in the Operational Plan.

#### 5.7 Management Responsibility

The Policy Administrator is responsible for, conducting a comprehensive review of their policies at a minimum of every 4 years, and to make recommended changes to Council as necessary. The purpose of the review is to determine:

- 5.7.1 If they are accessible to their intended audience.
- 5.7.2 If they are inclusive and written in plain language.
- 5.7.3 If the policy is still necessary and if so, still accurate.
- 5.7.4 If a new policy is required.
- 5.7.5 If the policy should be combined with another policy or be repealed.
- 5.7.6 If the policy is up to date with current laws and regulations.
- 5.7.7 If changes are required to improve the effectiveness and clarity of the policy.



## POLICY

---

### 5.8 General Provision

A policy for the Town of Wolfville is not considered an official policy unless it has been approved by a motion of Council.

### 6.0 Policy Review

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

Appendices:

- Appendix A – Policy Numbering System

---

CAO/Town Clerk

[Click here to enter a date.](#)

Date

# Appendix A

## Policy Numbering System

- 100 Administration**
  - 110 Council
  - 120 General Government
  - 130 Human Resources
  - 140 Finance
  - 150 Information Technology
  
- 200 Protective Services**
  - 210 Police
  - 215 Bylaw Enforcement
  - 220 Fire
  - 230 Emergency Measures
  
- 300 Public Works and Water/Sewer**
  - 310 Public Works General
  - 320 Streets
  
- 400 Sewer**
  - 410 Sewer
  
- 500 Parks**
  - 510 Parks
  
- 600 Planning**
  - 610 Planning
  
- 700 Economic & Community Development**
  - 710 Economic Development
  - 720 Festivals and Events
  - 740 Recreation
  - 750 Tourism
  - 760 Culture
  
- 800 Partners Contributions**
  - 810 Partner Contributions
  
- 900 Water**
  - 910 Water

Individual policies are numbered 001-799

**REQUEST FOR DECISION 047-2024**

Title: #120-008, Travel, Meal & Miscellaneous Allowance Policy

Date: 2024-09-10

Department: Office of the CAO

---



## SUMMARY

### POLICY #120-008, TRAVEL, MEAL AND MISCELLANEOUS ALLOWANCE POLICY

A review by the Council Policy Review Task Force and in discussions with the CAO and Director of Finance, the Task Force is recommending a change from receipts-based expenses claims to per diem rates for meal allowance when appropriate and under circumstances as outlined in the policy. This change applies to all members of council and staff.

A review of other municipalities in the province found that many use this method. It is a time saver for members of council and staff making claims and staff handling expense claims.

A comparison table of rates is included in the discussions section of this report.

Other administrative amendments are highlighted in red.

Staff recommend adopting the amendments to this policy.

### DRAFT MOTION:

That Council approve the amended Policy #120-008, Travel, Meal & Miscellaneous Allowance Policy, as attached to RFD 047-2024.

**REQUEST FOR DECISION 047-2024**

Title: #120-008, Travel, Meal & Miscellaneous Allowance Policy

Date: 2024-09-10

Department: Office of the CAO

---



**1) CAO COMMENTS**

The CAO supports the recommendation of staff and the Task Force.

**2) LEGISLATIVE AUTHORITY**

Municipal Government Act.

**3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP**

It is recommended that Council approve the amended Policy #120-008, Travel, Meals & Miscellaneous Allowance Policy.

**4) REFERENCES AND ATTACHMENTS**

Draft amended Travel, Meals & Miscellaneous Allowance Policy #120-008

**5) DISCUSSION**

Upon review and discussion of the Travel, Meal & Miscellaneous Allowance Policy, the Task Force requested staff look at moving from a receipts-based expense claim process to a per diem rate for meals, as per circumstances detailed in the policy. A sample list of municipalities using this method including their rates is noted below.

**Per Diem Rates vs Receipt Based**

Municipality	Per Diem Rate			Receipts Required
	Breakfast \$	Lunch \$	Dinner \$	
Antigonish County	10	20	36	No
Victoria County	13	20	30	No
Annapolis County	20	20	35	No
Truro	15	15	30	No
Stewiacke	10	15	30	No
Barrington	20	20	35	No
Mahone Bay	11	15	30	No
East Hants	18	21	30	No
Cumberland	20	20	35	Yes

**REQUEST FOR DECISION 047-2024**

Title: #120-008, Travel, Meal & Miscellaneous Allowance Policy  
Date: 2024-09-10  
Department: Office of the CAO

---



Argyle 15 20 25 No  
Moving to a per diem rate would be a time saver for those making a claim and staff handling expense claims.

In discussions with the CAO and Director of Finance the following rate is being recommended for the Town should Council approve these amendments:

- Meal Rate (per day)
  - Breakfast \$15.00
  - Lunch \$20.00
  - Dinner \$36.00

Other amendments to this policy include a definition of exceptional meeting and the process for those types of claims and other administrative amendments.

**6) FINANCIAL IMPLICATIONS**

Any financial implications created by changing to a per diem method for expense claiming will be negligible.

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

N/A

**8) COMMUNICATION REQUIREMENTS**

If approved, the amended Policy will be posted on the Town’s website.

**9) ALTERNATIVES**

Council can choose not to approve the recommended amendments or can make changes to the draft policy before it is approved.



## POLICY

---

<b>TRAVEL, MEAL, AND MISCELLANEOUS ALLOWANCE POLICY</b>	
<b>Policy Number:</b> 120-008	<b>Supersedes Policy Number:</b> Human Resource Policy 6-20
<b>Effective Date:</b> 2012-09-17 Amended 2019-04-01	<b>Approval By Council Motion Number:</b> 07-09-12 19-04-19

### 1.0 Purpose

It is the policy of the Town of Wolfville to reimburse elected officials, employees, or designated representatives of the Town for travel, meal and other expenses associated with travel when on approved town business. Reimbursement shall be for all reasonable and appropriate expenses.

### 2.0 Scope

This Policy is applicable to Town Council elected officials and Town of Wolfville employees seeking reimbursement for travel, meal and other expenses.

### 3.0 References

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

### 4.0 Definitions

- 4.1 **Town of Wolfville Business:** Any legitimate conduct of business for the purposes of the governance and administration of the Town which includes, but is not limited to:
- a. a function, meeting, seminar, or conference associated with any Provincial or Federal Government department or agency,
  - b. a function sponsored or **provided** by a training or educational institution,
  - c. a function sponsored or **provided** by the **Nova Scotia Federation of Municipalities**, Towns' Caucus, Federation of Canadian Municipalities, Association of Municipal Administrators, Canadian Association of Municipal Administrators, **Recreation Nova Scotia**, Tourism Industry Association of Nova Scotia, a regional development authority or professional association
  - d. meetings with representatives of other municipal units,
  - e. trips to and from locations outside the Town of Wolfville for securing supplies or services for work-related purposes, or consulting with other groups or individuals,



## POLICY

---

f. travel by recreation and tourism staff relating to Town of Wolfville produced recreation and tourism programming.

g. Other Conference and Professional Development related opportunities as appropriate.

4.2 **Travel Expense:** Includes but is not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, gratuities, taxi, parking, bridge tolls, and work-related phone calls and faxes. Items excluded are vehicle fuels and vehicle operating costs including repairs to personal vehicles.

4.3 **Exceptional Meetings** mean meetings that are not part of the regular scheduled Committee and Council meetings, and which do not fall under Sections 5.1, 5.9, 5.10, 5.11 and 5.12 of policy#110-001 Committees of Council Policy, namely, task forces, working groups, external/partnership and internal committees, as well as those listed under section 4.1 of this policy.

### 5.0 Policy

5.1 Receipts are required for reimbursement of all travel expenses unless otherwise stated below.

5.1.1 Mileage will be reimbursed at the rate used by the Provincial government for its travel reimbursement process (receipts not applicable).

5.1.2 A per diem allowance for meals as noted below:

- Councillors, staff and the CAO will be given an allowance for meals during conference/training attendance, not to include meals that are provided as part of the registration fee. Allowances inclusive of gratuity will be paid as follows:

Meal Rate (per day)

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$36.00

5.1.3 Any expenditure on meals over and above the per diem rate will require receipts for reimbursement.

5.2 Councillor and Town committee members can be reimbursed for Child/Family care expenses to a **maximum** of \$70 per day. This allowance covers cost incurred for attendance at approved town meetings, professional development and conferences. In lieu of receipts, the name and address of the individual providing the child care service must be provided. Reimbursement is limited to non-family members.

5.3 Members of Council may receive a separate allowance for attending exceptional meetings as defined above, resulting in a loss of paid time from their regular employment. Proof of





## POLICY

---

this loss will be required. Reimbursement must be claimed as an expense and will be at the rate of living wage at the time of the claim.

- 5.4 Expense reports must be submitted and approved as follows:
- a. Staff expense reports must be approved by their respective **Director or designate**.
  - b. Chief Administrative Officer (CAO) expenses must be approved by the Mayor and Director of Finance.
  - c. Expense reports for the Mayor and Council will be approved by the CAO and Director of Finance.
- 5.5 Alcoholic beverages are not eligible for reimbursement.
- 5.6 **Reporting Requirements** will be in accordance with MGA s. 65D and include the following:
- a. Within 45 days of the end of each fiscal quarter, prepare and post a summary expense report on the Town's website that describes all expense reimbursements incurred during the quarter;
  - b. By July 31 of each year, prepare and post a summary expense report on the Town's website that describes all expense reimbursements incurred during the quarter.
  - c. Annually submit all required documentation to the Minister of Municipal Affairs in accordance with requirements set out in the Financial Reporting and Accounting Manual.
- 5.7 **Review Requirements** will include the following:
- a. By July 31<sup>st</sup> of each year, the Audit Committee shall review the annual expense reimbursement summary report.
  - b. By January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

---

CAO

---

Date

**REQUEST FOR DECISION 046-2024**

Title: Policy #110-005 Council Remuneration Review  
Date: 2024-09-10  
Department: Office of the CAO

---



## SUMMARY

### POLICY #110-005 COUNCIL REMUNERATION REVIEW

In accordance with Council Policy #110-005, Council Remuneration Review Policy, Section 7, a market analysis of council remunerations is to be carried out prior to the 2024 municipal election. The intent of the Policy is to ensure that Council has an opportunity every 4 years to compare Wolfville remuneration levels with other municipal units in the province, and that any changes are approved by the outgoing Council, i.e. the new Council does not set its own level of remuneration.

Upon review, adjustments are being recommended to the compensation levels for the Mayor, Deputy Mayor and council members as noted in the policy under section 5.1 and the removal of the Mayor's car allowance. Other administrative changes to the policy are highlighted in red.

### DRAFT MOTION

That Council approve the amendments to Policy #110-005, Council Remuneration Policy Review as outlined in RFD 046-2024.

**REQUEST FOR DECISION 046-2024**

Title: Policy #110-005 Council Remuneration Review  
Date: 2024-09-10  
Department: Office of the CAO

---



**1) CAO COMMENTS**

The CAO supports the recommendation of staff and the Task Force.

**2) LEGISLATIVE AUTHORITY**

Municipal Government Act, Section 23 (1)(d)

**3) STAFF RECOMMENDATION**

Staff recommends approval of the amendments to Policy #110-005 Council Remuneration Review Policy as laid out in this RFD.

**4) REFERENCES AND ATTACHMENTS**

Draft Policy #110-005, Council Remuneration Review Policy

**5) DISCUSSION**

Staff have collected information showing remuneration levels for a number of comparable municipalities, as well as the County of Kings. The Town’s current remuneration levels are reasonably close to other comparable municipal units at:

- Mayor \$45,642
  - Car allowance, policy 5.3 \$250/month
- Deputy Mayor \$28,833
- Councillor \$25,916

Wolfville has a current population of 5,057, 9,500 students (2021).

As such staff considered municipalities with a population between **3,500 – 10,000** for comparison purposes as noted in the table below.

**Remuneration and population levels for other municipalities**

<b>Compensation Level \$</b>			
	<b>Mayor</b>	<b>Deputy Mayor</b>	<b>Councillor</b>
			<b>Population levels</b>

---

## REQUEST FOR DECISION 046-2024

Title: Policy #110-005 Council Remuneration Review

Date: 2024-09-10

Department: Office of the CAO



<b>Town of Antigonish</b>	46,121	31,392	26,724	4,656 / 9,423 with students
<b>Town of Kentville</b>	53,583	31,825	29,074	6,630
<b>Town of Bridgewater</b>	67,431	39,723	27,059	8,790
<b>Town of Amherst</b>	41,178	27,723	25,050	9,404
<b>Town of New Glasgow</b>	41,202	28,327	26,094	9,562
<b>Town of Truro</b>	50,794	31,845	28,288	12,059
<b>Average of Towns with population over 3,000 (w/o Wolfville)</b>	<b>50,052</b>	<b>31,806</b>	<b>27,048</b>	

Kentville is the closest town to Wolfville in location and similar in respect of the services it offers. It has less of a population by approx.. 3,000 than Wolfville when students are present, which is most of the year. Based on these factors, the recommendation being made is for the Town of Wolfville to offer the same compensation levels as the Town of Kentville as follows:

- Mayor \$53,583
- Deputy Mayor \$31,825
- Councillor \$29,074

It is further recommended a monthly car allowance for the mayor position be removed.

### 6) FINANCIAL IMPLICATIONS

There is no negative impact to the current 2024/25 budget, as the recommended change is effective for fiscal 2025/26. The impact on next fiscal year's budget will be an additional \$11,091, including the removal of the monthly car allowance.

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

None provided.

### 8) COMMUNICATION REQUIREMENTS

If approved, the amended Policy will be posted on the Town's website.

### 9) ALTERNATIVES

**REQUEST FOR DECISION 046-2024**

Title: Policy #110-005 Council Remuneration Review

Date: 2024-09-10

Department: Office of the CAO

---



Council could decide to leave the base remuneration at the approved budget level for 2024/25 with no adjustment beyond COLA for the upcoming 2025/26 year as well as the 3 years thereafter.



## POLICY

### Council Remuneration **Review Policy**

**Policy Number:**  
110-005

**Supersedes Policy Number:**  
Not Applicable

**Effective Date:**  
1999-06-01  
2007-02-28 Amended effective October 2008  
2016-09-27  
2020-09-01

**Approval By Council (Motion Number):**  
15-06-99  
10-04-07  
37-09-16  
11-09-20

#### 1.0 Purpose

Pursuant to the Municipal Government Act Section 23 (1) (d). The Town of Wolfville establishes a policy fixing the annual remuneration to be paid to the Mayor, Deputy Mayor and each Councillor of the Town.

#### 2.0 Scope

This Policy is applicable to members of Town Council for the Town of Wolfville.

#### 3.0 References

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

#### 4.0 Definitions

- 4.1 **Fiscal year** means any twelve (12) month period April 1 of one year to March 31 of the following year.
- 4.2 **Town** means the Town of Wolfville, a body corporate.
- 4.3 **CPI** means Consumer Price Index for the Province of Nova Scotia.

#### 5.0 Policy

- 5.1 **In the fiscal year 2025/26 the Mayor of the Town shall receive remuneration of \$53,583, the Deputy Mayor shall receive remuneration of \$31,825 and each Councillor shall receive remuneration of \$29,074.**
- 5.2 All Council remunerations shall be adjusted in accordance with the CPI of the previous calendar year.
- 5.3 Compensation for other expenses shall be paid according to Policy#120-008, Travel, Meal and Miscellaneous Allowance Policy.



## POLICY

---

- 5.4 Remuneration will be paid bi-weekly by direct deposit.
- 5.5 Remuneration paid in any given election year shall be prorated on a daily basis to and from the first Council meeting following the election.
- 5.6 The Town's employee benefits plan such as pension, health and dental are not applicable to members of council.

### 6 Council Technology

- 6.1 All of Council shall receive an iPad/tablet during their time on council for the purpose of conducting Town business.
- 6.2 **All of Council** shall receive cell phones during their time on council.

### 7 Policy Review

- 7.1 The Chief Administrative Officer shall conduct a market analysis in **2028**, prior to the next municipal election, to determine the remuneration for the positions of Mayor, Deputy Mayor and each Council for the fiscal year beginning **2028/29**.

*Wendy Maudsley*

---

CAO

November 3<sup>rd</sup>, 2020

---

Date

**REQUEST FOR DECISION 048-2024**

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



## SUMMARY

### POLICY #710-003, GRANTS TO ORGANIZATIONS POLICY

As a result of a request for agenda item and ensuing discussion at the June 2024 COW meeting. This policy was referred to the Council Policy Review Task Force for consideration. The area being reviewed was only concerned with the one-time capital funding requests.

Discussions took place around removing the limitations on organizations looking for support from the Town for capital projects. The current policy only allows for a one time request in an eight year period.

The amendments to the policy being recommended are to remove the one-time limit increasing to two times within the eight year period and for the least amount of money being requested to increase from \$5,000 to \$10,000. The upper limit of \$50,000 remains unchanged.

#### DRAFT MOTION:

That Council approve the amended Policy #710-003, Grants to Organizations Policy as attached to RFD 048-2024.



## REQUEST FOR DECISION 048-2024

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendation of staff and the Task Force.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act.

### 3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve the amended Policy #710-003 Grants to Organizations Policy.

### 4) REFERENCES AND ATTACHMENTS

Draft amended Grants to Organizations Policy 710-003

### 5) DISCUSSION

Following discussion at the June 2024 COW meeting, this policy was referred to the Council Policy Review Task Force for review of the one-time capital funding request criteria.

It was discussed that removing the limitation on organizations of only being able to request a one-time capital amount could mean they would not be leaving money on the table. With increased costs of materials and project overrun, an organization that had previously requested less than the upper limit of \$50,000, would not under the current policy be able to make a further request for another eight years.

The amendments to the policy being recommended are to remove the one-time limit increasing it to two requests within an eight-year period, and for the least amount of money requested to increase from \$5,000 to \$10,000. The upper limit of \$50,000 remains unchanged.

### 6) FINANCIAL IMPLICATIONS

N/A – the total funding available remains the same.

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

No specific references provided.

### 8) COMMUNICATION REQUIREMENTS

**REQUEST FOR DECISION 048-2024**

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



If approved, the amended Policy will be posted on the Town's website.

**9) ALTERNATIVES**

Council can choose not to approve the recommended amendments or can make changes to the draft policy before it is approved.

**REQUEST FOR DECISION 048-2024**

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



## SUMMARY

### POLICY #710-003, GRANTS TO ORGANIZATIONS POLICY

As a result of a request for agenda item and ensuing discussion at the June 2024 COW meeting. This policy was referred to the Council Policy Review Task Force for consideration. The area being reviewed was only concerned with the one-time capital funding requests.

Discussions took place around removing the limitations on organizations looking for support from the Town for capital projects. The current policy only allows for a one time request in an eight year period.

The amendments to the policy being recommended are to remove the one-time limit increasing to two times within the eight year period and for the least amount of money being requested to increase from \$5,000 to \$10,000. The upper limit of \$50,000 remains unchanged.

#### DRAFT MOTION:

That Council approve the amended Policy #710-003, Grants to Organizations Policy as attached to RFD 048-2024.

## REQUEST FOR DECISION 048-2024

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendation of staff and the Task Force.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act.

### 3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve the amended Policy #710-003 Grants to Organizations Policy.

### 4) REFERENCES AND ATTACHMENTS

Draft amended Grants to Organizations Policy 710-003

### 5) DISCUSSION

Following discussion at the June 2024 COW meeting, this policy was referred to the Council Policy Review Task Force for review of the one-time capital funding request criteria.

It was discussed that removing the limitation on organizations of only being able to request a one-time capital amount could mean they would not be leaving money on the table. With increased costs of materials and project overrun, an organization that had previously requested less than the upper limit of \$50,000, would not under the current policy be able to make a further request for another eight years.

The amendments to the policy being recommended are to remove the one-time limit increasing it to two requests within an eight-year period, and for the least amount of money requested to increase from \$5,000 to \$10,000. The upper limit of \$50,000 remains unchanged.

### 6) FINANCIAL IMPLICATIONS

N/A – the total funding available remains the same.

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

No specific references provided.

### 8) COMMUNICATION REQUIREMENTS

**REQUEST FOR DECISION 048-2024**

Title: Policy #710-003, Grants to Organizations Policy

Date: 2024-09-10

Department: Office of the CAO

---



If approved, the amended Policy will be posted on the Town's website.

**9) ALTERNATIVES**

Council can choose not to approve the recommended amendments or can make changes to the draft policy before it is approved.

# Terms of Reference

---

## Equity and Anti-Racism Advisory Committee

### 1. Purpose

The Equity and Anti-Racism Advisory Committee shall provide advice to Council to assist in the identification, prevention and elimination of systemic hate, inequity, and racism in the Town of Wolfville.

The Equity and Anti-Racism Committee shall work to deliver this advice through an Equity and Anti-Racism Plan that shall guide how policies and programs are developed, how services are delivered and how budgetary decisions are made.

The Plan shall be reviewed and updated every three years to ensure Council is empowered to disrupt types of racism and discrimination that include ableism, anti-Asian racism, anti-Black racism, anti-Indigenous racism, antisemitism, gender and sexually-based discrimination, Islamophobia and xenophobia, which is dislike of or prejudice against people from other countries.

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Advise Council in the preparation, and implementation of its Equity and Anti-Racism Plan. The Plan will:
  - 2.1.1 Include an annual report on measures the Town of Wolfville has taken and intends to take to identify, and prevent systemic hate, inequity and racism in Wolfville.
  - 2.1.2 Support the examination of the way that policies and programs are developed; how services are delivered; and how budgetary decisions are made.
- 2.2 Receive and review information directed to it by Council and its committees, and to make recommendations as requested.
- 2.3 Monitor federal and provincial government directives and regulations; and
- 2.4 Host community consultations related to equity and anti-racism in the Town of Wolfville.
- 2.5 Make recommendations to support internal education and training for Town of Wolfville staff and Council.

# Terms of Reference

---

## 3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Dismantling Racism and Hate Act](#)

## 4. Definitions

- 4.1 **Equity** recognizes that everyone doesn't begin in the same place in society and considers historical and other factors in determining what is fair.
- 4.2 **Inequity** refers to a state of unfairness or lack of justice. Individuals or groups are treated differently and unequally, often resulting in systematic and patterned disparities in opportunities, resources, rights, or outcomes.
- 4.3 **Racism** is the unfair treatment, prejudice, or hatred by an individual, community, or institution against a person or people based on their actual or perceived membership in a racial or ethnic group. Racism is also having the power and carrying out that discrimination (unfair treatment), hatred or prejudice through institutional policies and practices.
- 4.4 **Anti-racism** is the work of actively opposing racism by advocating for changes in political, economic, and social life. Anti-Racism is achieved through the identification and elimination of racism by changing oppressive systems, structures, policies, practices, and attitudes.
- 4.5 **Hate** means provocation, hostility or intolerance by means of threats, harassment, abuse, incitement or intimidation motivated by the actual or perceived race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability or sexual orientation of any person.
- 4.6 **Diversity** means having a variety of people from a range of different social, economic and ethnic backgrounds, gender identities, sexual orientations, life experiences, competencies and faiths represented on teams, in workplaces in general and particularly in processes like engagement. Representational diversity is an outcome of proactive measures to correct systemic disadvantage, and to create equitable opportunity structures and pathways for a critical mass of those who are historically underserved and underrepresented.
- 4.7 **Inclusion** encompasses norms, practices, and intentional actions to promote participation, engagement, empowerment, and a sense of belonging for members of historically underrepresented and underserved groups in all aspects of life. It is about celebrating, valuing, and amplifying perspectives, voices, styles, and identities that have been marginalized by promoting an institutional culture and practices to ensure all can experience a welcoming space of fairness, dignity, and human flourishing.
- 4.8 **Underrepresented and Underserved Communities in Nova Scotia** are those groups who experience discrimination and exclusion because of unequal power relationships across economic, political, social, and cultural dimensions. This includes but is not

## Terms of Reference

---

limited to:

- Mi'kmaw and Persons of Indigenous descent;
- African Nova Scotians and Persons of African descent;
- Persons of Colour;
- Newcomers (immigrants and refugees);
- 2SLGBTQIA+--2 Spirit, Lesbian, Gay, Bisexual/Biromantic, Transgender, Queer and/or Questioning, Intersex, Asexual/Aromantic and others whose identities are not reflected;
- Persons with disabilities (physical and mental);
- Persons who are neurodivergent; and
- In some contexts, women.

4.9 **Council** means the Town Council for the Town of Wolfville.

### 5. Membership

5.1 The committee will consist of seven (7) voting members who serve without pay.

5.2 Council shall appoint each of the seven (7) voting members as follows:

- i. The Mayor
- ii. To two-year term – One (1) members of council, in December
- iii. To two-year terms – three (3) members at large
- iv. To three-year terms – two (2) members at large.

5.3 Members at large shall live, work or study in Wolfville and be from underrepresented and underserved communities in Nova Scotia

5.4 If a member vacates the committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the committee to hold office for the unexpired term.

5.5 Applications for the appointment to the committee shall be invited by public advertisement.

5.6 The chair and vice chair will be appointed annually by the committee.

### 6. Meeting

#### 6.1 Frequency

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

#### 6.2 Quorum

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

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



# Terms of Reference

---

- 6.4 **Decision Making**  
Majority (50% plus one)

## 7. Minutes

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

## 8. Reporting

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

## 9. Review

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

DRAFT

	2024-09--09
_____ CAO	_____ Date

## INFORMATION REPORT

Title: Equity and Anti-Racism Draft Terms of Reference

Date: 2024-09-10

Department: Office of the CAO

---



## SUMMARY

### Equity and Anti-Racism Advisory Committee Draft Terms of Reference

Municipalities and villages need to develop equity and anti-racism plans by April 1, 2025, as required under the *Dismantling Racism and Hate Act* and associated regulations.

In July, Council agreed to establish an advisory committee populated by community members from underrepresented and underserved communities (underrepresented and underserved groups include Mi'kmaq and/or people of Indigenous descent, African Nova Scotians, people of African descent, people with disabilities, 2SLGBTQIA+ people, newcomers, and minority faith-based groups).

This advisory committee will help the Town by working with staff and Council, providing critical advice, perspective, lived experience and dialogue to help address systemic inequalities and foster collaboration through the development of the Town's Equity and Anti-Racism Plan and through the action items that will be established in the Plan.

## INFORMATION REPORT

Title: Equity and Anti-Racism Draft Terms of Reference

Date: 2024-09-10

Department: Office of the CAO

---



### 1) CAO COMMENTS

Draft Terms of Reference are presented for Council's review and input.

### 2) REFERENCES AND ATTACHMENTS

- Equity and Anti-Racism Draft Terms of Reference

### 3) DISCUSSION

Council is welcome to make any suggestions so that changes can be made to the terms of reference.

### 4) FINANCIAL IMPLICATIONS

There are no financial implications.

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

- Social Equity
- Community Wellness

### 6) COMMUNICATION REQUIREMENTS

The final terms of reference will be used in the call for expressions of interest as well as in training and orientation for selected members.

### 7) FUTURE COUNCIL INVOLVEMENT

Changes suggested by Council can be presented at the September Council meeting.

## COMMITTEE UPDATE

Title: KPPT MEETING  
Date: JULY 17<sup>th</sup>, 2024  
Department: Committee of the Whole

---



### KPPT MEETING JULY 17<sup>th</sup>, 2024

\*Kings Point to Point Transit Board Meeting

Date: July 17, 2024. Time: 5:00pm.

Location: KPPT boardroom, 20 Aberdeen St., Kentville.

1. Approval of the agenda- meeting started at 5:23
  2. Approval of the previous minutes. April 17, 2024. circulated.
  3. Matters arising from the previous minutes.
    - Naming Vehicles will be a thing coming up- something fun, not after a person- more community minded names like Trees, Fruit- an easy social media post for each vehicle. Contest for Flower Cart, Capri, L'Arche communities. Voted Yes by Board!
  4. Old Business. Succession planning update.
    - Tabled to next meeting
  5. Financial report
    - Discussed the last three months of figures. KPPT in good shape. Ridership has gone up each month. Much thanks to three municipal partners for approval additional funds to the organization. Looking for more funding options. Awaiting new logos for new vehicles and then more will be ready.
  6. Office report
    - Since last meeting, two drivers have retired. Another moved to a consultant role. Marketing has been boosted to find new drivers. New driver was hired, he was a school bus driver looking for summer work- turned into a bigger position.
  7. OH&S.
    - New Dress and Scent Policy for the Organization. Passed with a few amendments. Not a Dress Code, but more a Standard of Dress.
    - Plan for forming subcommittees tabled until next meeting
    - New posters being created and being distributed soon.
  8. Next meeting: Oct. 16, 2024, at 5:00pm.
    - KPPT boardroom, 20 Aberdeen St. Kentville.
-

## COMMITTEE UPDATE

Title: KPPT MEETING  
Date: JULY 17<sup>th</sup>, 2024  
Department: Committee of the Whole

---



### KPPT AGM

- July 17, 2024, Time: 6:30 pm KPPT boardroom, 20 Aberdeen St., Kentville.
- 2. Approval of the previous minutes July 19, 2023. circulated
- 3. Chair's report: Chris Goddard – a year of shifts in drivers and policies etc. Chris has been happy/ pleased with the work of Kathleen, the drivers and the many volunteers who work with KPPT.
- -Looking forward to the new vehicles with new logos- event being prepared to invite local dignitaries.
- 4. Financial report: Kathleen Hull
- -Prepared by Maynard, Bent and Fagan (Fourth Year- thus an RFP needs to be created to find new auditors for next fiscal year) And all is in good standing for finances, assets, liabilities.
- Discussion on unused grants, new grants being applied for, emphasis on Provincial funding and a special thanks to Municipal partners upping their contributions.
- 5. Nomination and election of Board Members and Executive Officers for fiscal year 2024/25
- Board and Executive Remains the same!
- 6. One time only registration fee- Maintain it at \$10.00!
- 7. Auditors for fiscal year 2024/25
- Good discussion of potential firms and the competitive process. Board will move discussions forward and the treasurer will implement proper protocol.
- 8. Annual review and approval of KPPT bylaws and Policies and Procedures
- Approved with addition of Standard of Dress Policy!
- Developing Subcommittees Plan- tabled to next board meeting.

Respectfully Submitted,

Councillor Mike Butler

## **COMMITTEE UPDATE**

Title: VCFN and VCFN Authority

Date: August 20, 2024

Department: Committee of the Whole

---



The AGM for the Valley Regional Fibre Network and the Valley Regional Fibre Network Authority was held August 20, 2024 in the council room of the County of Kings. Financial statements for both organizations were presented and accepted by the board and have been included in this report. Nothing of financial significance was reported to the board. It has been decided that the existing board would stay in place until immediately following the municipal elections this fall.

The budgeted update at the connection in Kentville has been completed and is now operating. Other than minor weather related issues no significant operational issues were reported. VCFN continues to have discussions with NSP in regard to pole attachments. There is a difference in what the VCFN is using on the poles and what NSP is charging.

Explornet has increased its usage on the network.

Rogers asked the VCFN to complete a security survey on the network. Discussions are ongoing with Rogers about what must be done, if anything, to meet their standards. The VCFN will be moving to Sharepoint as part of the initiative.

Next meeting to be held November 12, 2024

**Respectfully submitted**

**Ian Palmeter**

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: September 3, 2024  
Department: CAO



### UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Wednesday, July 3, 2024

Key issues of discussion included:

- **Presentation: NS Power**  
NSPI Emergency Service Restoration Plan (ESRP)
  - Key Components
    - Formalized Response Trigger Levels
    - Formal Emergency Operations Centre (EOC) & Team
    - EOC Storm Lead responsible for overall restoration response
    - Detailed roles, responsibilities, and standardized reporting for all functions
    - Detailed pre-event planning
    - Comprehensive sub-plans; including
      - High level damage assessment
      - Integrated customer communications
      - Proactive customer coordination initiatives
      - Integrated corporate logistics support
  - Outage response is company-wide
  - Power restoration is led from the Emergency Operations Centre (EOC)
  - 4-Level Response Triggers based on predicted number of customers impacts and predicted hours out
  - Restoration priorities
    - Reactive Public Safety – Emergency Situations
    - NSPI Critical Infrastructure – Transmission & Substations
    - EMO Critical Infrastructure
    - Main line distribution feeders
    - Branch line distribution feeders
    - Individual Service
  - Customer Coordination ESRP
    - Customer outage line – dedicated line 1-877-428-6004
    - 24-hour availability
    - Customized restoration information aligned to customer telephone exchange
    - Automatic outage reporting via telephone
- **NS Guard Update**  
The official registration portal for the Nova Scotia Guard is ready to receive applications. People can identify which skills they can contribute during an emergency and list preferences such as availability, the distance they are willing to travel, and more. Register at <https://nsguard.ca/>  
People can call 211 for help filling out the form, if needed.

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: September 3, 2024  
Department: CAO



- **ECCC Coastal Flooding Prediction and Alerting Program**

Starting in May 2024, Environment and Climate Change Canada (ECCC) will begin implementing a comprehensive coastal flooding prediction and alerting program. This new program will allow our meteorologists to issue coastal flooding alerts and forecasts across most of the country, using both the probability and expected impact of an event. These services will give early warning to emergency management organizations and Canadians about the risk of coastal flooding.

Coastal Flooding – Warning (Nova Scotia):

- Issued on total water levels obtained by combining predicted storm surge heights with astronomical tides and considering the impacts of waves. Site-specific flood thresholds are defined above Highest Astronomical Tide (HAT).
- If the water level is expected to exceed these thresholds, a coastal flooding warning is issued. The height of these flood thresholds above local HAT varies as a function of the infrastructure exposure, range of tide, and the frequency of storm surges and waves.

- **Kings REMO Wildfire Preparedness & Response Plan, Change 2**

REMC presented summary of Changes highlighted for Change 2:

- Administrative:
  - Cover Page – Effective date and Municipal Logo update)
  - Map – page iv (REMO logo and Municipal Logo update)
- Section 1.3 – References (page 4):
  - Updated to current Kings REMO EM Plans
- Section 2.3.1 – Wildfire Frequency (page 6):
  - 18-year period is 20 wildfires per year
- Section 5.2 – Plan Review & Maintenance (page 20):
  - Dates of Review updated with Plan Revision (Change 2)
- Annex E – Lessons Learned
  - Updated with Lessons learned from 2023 Upper Tantallon Wildfire
- Annex G – Wildfires – Public Service Announcements (PSAs)
  - Updated with more examples of PSAs
- Annex H – Wildfires – References
  - Regional update for Kings County Comfort Centres

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS REMO WILDFIRE PREPAREDNESS AND RESPONSE PLAN, DATED JUNE 2024.**

**ACTION:** Kings REMO REMC will post the amended Plan to Kings REMO Website and upload to WebEOC File Library



## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: September 3, 2024  
Department: CAO



- **2024 Wildfire Season**
  - Nova Scotia Wildfire Season: March 15 to October 15
  - 58 Wildfires across Nova Scotia as of 2024-07-03, and five (5) Wildfires reported in Kings County
  - 18-year average for Kings County: 20 wildfires per year
- **2024 Hurricane Season**

2024 forecast to be an 'Above-Normal' Hurricane Season

  - 17-25 named storms average 14
  - 8-13 Hurricane Strength average 7
  - 4-7 Major Hurricanes (Category 3 to 5) average 3
  - Peak Atlantic Hurricane Season: Aug-Sep-Oct
- **Extreme Heat Events – Wellness Checks**
  - Extreme Heat is a health risk
  - As our climate continues to change, extreme heat events/heat waves are expected to increase in frequency, length and severity, resulting in increased health risks for many Canadians
  - The document '[Health Checks during Extreme Heat Events](#)' developed by the National Collaborating Centre for Environmental Health (NCCEH) has been distributed across Kings County for awareness.
  - [2024-06-18 CTV Morning Show – Kings REMO](#)
  - [2024-06-20 CBC Radio Information Morning – Kings REMO](#)

### Kings REMO Programs:

- **Kings County Comfort Centres**  
[www.KingsREMO.ca/comfort.aspx](http://www.KingsREMO.ca/comfort.aspx)  
26 Comfort Centres (as of 2024-07-03)  
Woodville Community Centre replacement generator installed  
Gibson Woods Community Centre signed Comfort Centre MOU 2024-05-07

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

REMC is in the process of delivering Comfort Centre Signs to all facilities:  
22 of 25 signs delivered

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: September 3, 2024  
Department: CAO



- **Community Outreach Program**

Total number of 2024 presentations                      15 (as of 2024-07-03)  
2024-07-29                      Kentville Rotary Club

- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages

Kings REMO actively uses social media to increase community awareness:

- Facebook followers:
  - 6,652                      2023-07-17
  - 9,716                      2024-07-03 (+ 3,064)
- X followers:
  - 854                      2023-07-17
  - 985                      2024-07-03 (+ 131)
- Instagram followers:
  - 263                      2023-07-17
  - 301                      2024-07-03 (+ 38)

- **Vulnerable Persons Registry (VPR)**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

- 2023-09-21                      38 registrations
- 2023-10-16                      40 registrations
- 2024-01-15                      47 registrations
- 2024-04-15                      49 registrations
- 2024-07-03                      50 registrations

Kings REMO REMC is focused on building a "Community of Champions" to increase awareness of the Kings VPR program

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
Date: September 3, 2024  
Department: CAO



- **Training & Exercises**

ICS Training Schedule

2024 Planned Training – hosted by Kings REMO:

- Apr 24-25: ICS-200
- Jun 27: BEM Course
- Sep 11-13: ICS-300
- Sep 4: ICS-100
- Sep 26: BEM Course (New)
- Oct (tbd): ICS-200 (New)

**2024 Planned Exercises**

- 2024-04-18 Wildfire-Evacuation Workshop Kings REMO
- 2024-05-29/30 NS EMO Exercise Nova Bravo NS EMO
- 2024-07-11 Hurricane-ECC Activation Exercise Kings REMO
- 2024-11-21 Winterstorm-Shelter Exercise Kings REMO

**2024-04-18 Wildfire-Evacuation Workshop After Action Review (AAR)**

29 participants from Municipal staff & Agency Representatives

**What went well:**

- Relevant use of Lessons Learned from Upper Tantallon 2023 Wildfire
- Very well structured, presented & relevant
- A lot of relevant agencies present at the Workshop – useful to have a lot of stakeholders in the same room

**Areas for Improvement**

- More engagement, time and opportunity for discussion with participants
- Increased number of exercises with participation from Municipal units and Agency Reps
- More maps and relevance to area in Kings County

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE APRIL 18th WILDFIRE-ECC ACTIVATION WORKSHOP AFTER ACTION REVIEW**

**2024-05-30 NSEMO Exercise Nova BRAVO**

45 participants from Municipal staff & Agency Representatives

**What went well:**

- Online Library (WebEOC) is a valuable resource
- Clear, concise and relatable exercise
- Good information sharing session

**Areas for Improvement**

- Lots of new staff – need more training with more municipal employees
- Increased interaction with staff designated for positions within ECC
- Increased use of GIS technical support to prepare for real-world events

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: September 3, 2024

Department: CAO



---

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE MAY 30th EXERCISE NOVA BRAVO AFTER ACTION REVIEW**

**Next Meeting:** Monday, January 20, 2025

No Meeting will be scheduled for October 2024 due to Municipal Elections

## REQUEST FOR AGENDA ITEM

Title:

Submitted by:

Submitted on:

---



The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

### Date of Committee of the Whole requested:

### Recommendation(s) and/or Motion

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

### Summary

(provide a Brief description of item/background for this request)

### Expected Outcome:

In Camera Discussion

For information/discussion purposes only

Recommend an action to the CAO

Promote clarification/renewal or production of a policy or procedure

Recommend a motion for approval by Council

## INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment

Date: 2024-09-10

Department: Office of the CAO

---



# SUMMARY

## Information Report: Robie Tufts Encampment

People without access to housing started living on the town-owned land around the Library last summer. First on benches and then, in tents. Over the past 12 months the Town has been supportive, providing wellness checks, a port-a-potty, changing the Rail Town washroom hours to allow for 24/7 operation, and adding a shower in the re-built Visitor Information Centre. None of these actions were ever intended to solve the crisis and now the demand for safe, supportive space continues to increase in Wolfville as evidenced by more people and pets forming an encampment in Robie Tufts Park.

Staff have been communicating with professionals at Open Arms and our Public Library since tents were first set up in the park, to ensure that support, including access to emergency shelter and transitional housing could be offered.

Until recently, staff understood that those sheltering at the Robie Tufts Park would be welcomed at Tiny Meadows, the newly built Pallet shelter village in Kentville that is operated by Open Arms. Now that Tiny Meadows has opened, and communicated their intake criteria (see attached), it does not appear this is an option for most people sheltering in the Park.

With this new understanding, the approaching winter and the rapidly increasing number of residents in the encampment, staff require direction on what, if any response, Council wish to provide. **The intention of this report is to provide a basis for discussion, the latest information, and begin to identify a spectrum of options that could be implemented within 3 months (by December 1, 2024) when the temperatures drop significantly.** Clear direction / a motion from Council will be required to move forward – when Council is ready to do so.

As of August 29<sup>th</sup>, 2024 there are six persons and three pets living in the area shown below, adjacent to the Town's library and former rail line. The conditions/number of people and animals is evolving and may change by the time this report is presented to Town Council on September 10<sup>th</sup>, 2024.

This type of situation has challenged municipalities across the country. Housing and social services has been a Provincial responsibility, but the ongoing housing crisis is creating tension around jurisdictional responsibilities and Staff capacity (at all levels).

**INFORMATION REPORT 017-2024**

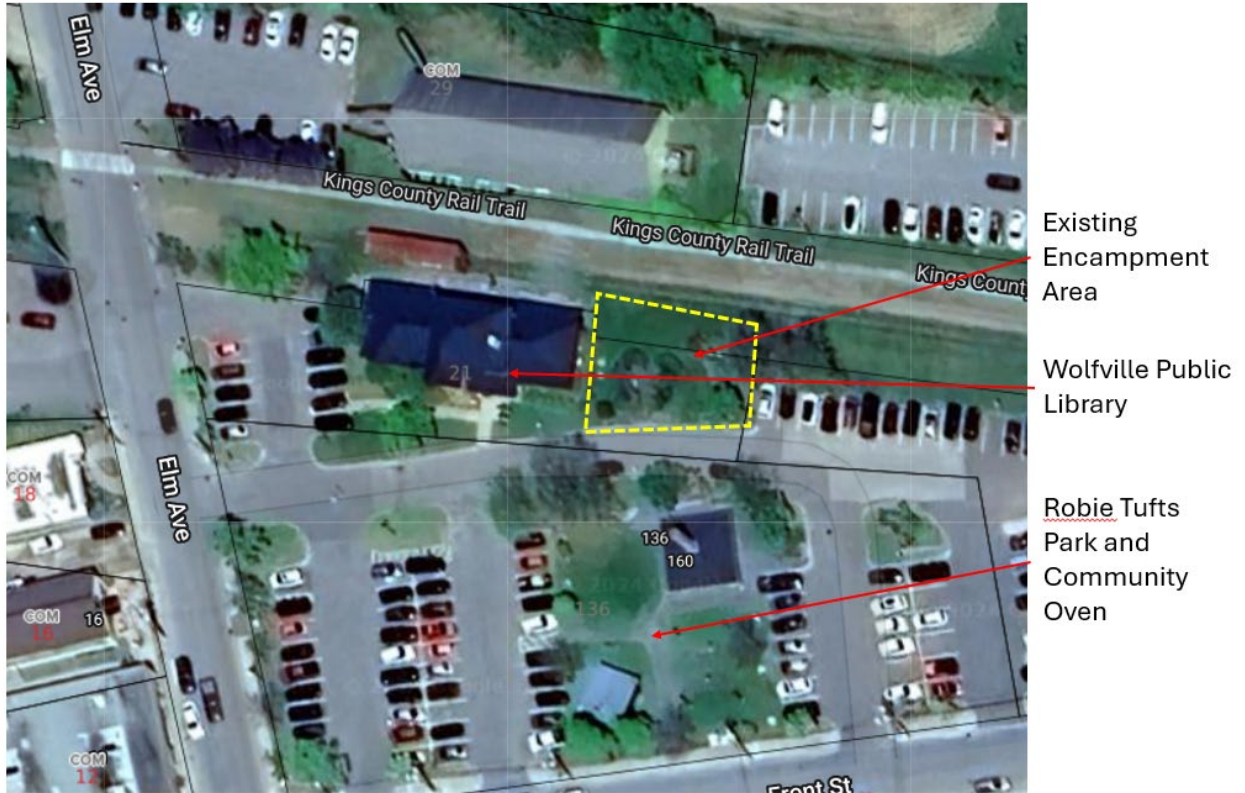
Title: Robie Tufts Encampment

Date: 2024-09-10

Department: Office of the CAO



**Figure 1:** Context Map of the existing Wolfville encampment area adjacent the Public Library



**DRAFT MOTION:**

**This is an information report.** If Council wishes to provide direction to Staff after receiving this information, clear direction through a motion is desired.

## INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment

Date: 2024-09-10

Department: Office of the CAO

---



### 1) CAO COMMENTS

This report is being provided for information purposes only; no decision is being requested at this time. Time spent discussing this topic will focus on building an understanding of the issues, assessing the options that have been provided, answering Council's questions and refining as appropriate.

While a decision is not being requested during this meeting, decisions on the Town's approach to people who live rough in public spaces will have to be made. Of note as this topic is discussed:

- The staff time dedicated to responding to calls for assistance, liaising with support agencies, answering public questions and providing a base level of support to the site is increasing.
- The Town has no dedicated resources to providing the above-mentioned support; this is being done "off the corner of desks" and coordinated in an ad hoc fashion. This approach comes at the cost of other Town initiatives and priorities.
- If Town support to the unhoused is to continue in any fashion, additional resources will need to be committed. This will have yet undetermined staffing and budget implications.

I appreciate that this is a challenging topic with wide-reaching implications. This discussion is intended to inform Council and further refine options for a future decision.

### 2) LEGISLATIVE AUTHORITY

While there is case law across the Country (see discussion below under Eviction option), there is no legislation that binds Council to provide support or services to the unhoused.

Canadian Human Right's Commission Report on Encampments may be a valuable reference <https://www.housingchrc.ca/en/publications/upholding-dignity-and-human-rights-federal-housing-advocates-review-homeless>

### 3) STAFF RECOMMENDATION

This is an information report. Staff have outlined options that Council may want to consider as we move toward a decision / direction to Staff.

### 4) REFERENCES AND ATTACHMENTS

- IR-002-2024 [Homelessness Update](#) January 2024.
- Tiny Meadows Information Sheet (attached)
- [HRM Homelessness Update July 2024](#) with selection criteria for designated encampments sites
- Helping address Homelessness -HRM <https://www.halifax.ca/about-halifax/regional-community-planning/helping-address-homelessness>



## INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment

Date: 2024-09-10

Department: Office of the CAO

---



### 5) DISCUSSION

While the Town is working on a medium/long-term initiative to alleviate the local housing crisis through our Housing Accelerator Program, a recent increase in the number of people living rough, changes to the anticipated eligibility of these individuals to relocate to Tiny Meadows the new Pallet Shelter Community in Kentville, and the oncoming of colder weather necessitate more urgent action.

We now understand that Tiny Meadows will not be an option for most of the unhoused currently sheltering at Robie Tufts Park. Through staff discussions and conversations with Open Arms and community partners, staff are offering four potential options for Council to consider implementing by December 1, 2024 (see attachment for more details).

Four options have been identified here by Staff so Council has an opportunity to discuss and understand our circumstances and clear direction can eventually be provided. Action should be taken in a timely manner (by December 1, 2024). Other options may exist, and Council may wish to provide direction outside of what is presented here or combine aspects of the options. These are provided for information and discussion.

#### **Option 1 – Status Quo:**

With this option, staff will continue to respond to calls for assistance and will continue wellness checks at the encampment site. Staff will continue to communicate with Open Arms, advocating for service to be provided locally. Parks staff will continue to work around the encampment site.

For awareness, as the numbers increased at Robie Tufts, staff responded to more requests for assistance due to resident conflicts. Staff are also dealing with inquiries from the community. The increasing number of unhoused individuals and associated demands on staff time are cause for concern.

#### **Option 2 – Identify another Town-owned location:**

With this option, the Town would formally permit and take on the responsibility of providing an alternate location for those seeking shelter (similar to HRM). This would require additional staff time and resources, washroom facilities, waste collection, power and water. Snow removal may also need to be considered. The site should also be near the library and the food bank.

An alternate location could be a Park, parking lot, or a vacant piece of Town land. Staff have considered this but could not confidently recommend another location to meet these requirements in time for this report. There are trade-offs with any Town-owned location.

Once the location is determined, staff would have to engage with encampment residents on a move to the new location and shelters would no longer be permitted in the Robie Tufts Park.

## INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment  
Date: 2024-09-10  
Department: Office of the CAO

---



Staff have not put time into exploring this option in detail and if we were to pursue this option, a 0.5FTE (minimum) would be required along with an operating budget. Alternatively, we would need to look at delaying/dropping some projects currently being worked on by existing Staff.

### **Option 3: Facilitating a private/community solution:**

With this option, staff would continue current levels of support while working with private and community partners to find a suitable site for an encampment, micro-homes or alternate forms of shelter. Given the time frame of winter weather being upon us– the goal would be something in place - more suitable than a tent- for winter accommodation. There are several community groups that have been discussing levels of support that might be provided.

The Town would still be required to act as a partner in this option through the provision of various supports to a new location (or potentially providing the location on Town land) which may include a washroom/shower trailer, power, waste collection, wellness checks, snow removal or any other support as requested by the private or community partner.

This option could also involve the use of Town land if a suitable site was identified. Once the new location is determined, staff would have to engage with encampment residents on a move to the new location and shelters would no longer be permitted in the Robie Tufts Park.

It is not clear how much Staff capacity this option would take on. A budget and/or Staff person may be required. Alternatively, delaying and/or dropping initiatives that existing Staff are working on could be an option.

### **Option 4: Deny Permission to Shelter on Town Land:**

With this option, the Town would deny permission to shelter on Town land. This would require RCMP assistance (we have not had a detailed discussion with the RCMP on this to-date) and on-going monitoring, and enforcement as more people arrive or alternate encampments develop through the Town. It is not clear what the aftermath of this option would involve for Staff time, legal/human rights, political or other implications. The [Human Rights Commission report](#) referenced above states the following in relation to evictions:

#### ***End forced evictions of encampments:***

- *Forced encampment evictions make people more unsafe and expose them to a greater risk of harm and violence. Evictions destabilize people, remove them from their support systems, and cause them to lose the tools and equipment they need to survive.*
- *Immediately end forced evictions of encampments, particularly on public lands. Forced evictions are a violation of human rights, as contained in section 7 of the Canadian*

## INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment  
Date: 2024-09-10  
Department: Office of the CAO

---



*Charter of Rights and Freedoms, the United Nations Declaration on the Rights of Indigenous Peoples, and the right to adequate housing under international law.*

- *Put in place alternatives to removal of encampments that are designed following meaningful engagement with encampment residents to find solutions that meet their needs.*
- *All governments must ensure that laws, regulations and bylaws do not further destabilize encampments nor expose residents to greater risk of harm and violence.*
- *The role of police and by-law officers should be de-emphasized in responses to encampments. Police, by-law enforcement, and emergency service need clear direction to halt the confiscation of belongings, surveillance and harassment, which violate the human rights of encampment residents. All enforcement measures undertaken must be compliant with human rights standards.*

Canadian courts have not gone as far as stating there is a constitutional “right to shelter”, but courts have ruled that it is unconstitutional to completely ban people experiencing homelessness from erecting overnight shelters in public spaces. While it was previously thought that such a ban would only be unconstitutional if there was inadequate shelter space to accommodate the unhoused population, a recent decision suggests that the availability of shelter space may not have any impact on whether such a ban is unconstitutional.

That being said, cities/towns/municipalities have consistently been permitted to require shelters to be taken down during daytime hours, and it is not necessarily unconstitutional to prevent overnight sheltering in particular spaces. The legal/constitutional problem mainly arises when bans on overnight sheltering are extended to all public spaces.

### **Additional considerations:**

Each of these options will require dedicated staff time and additional financial resources. Staff across various departments have been tackling this from the corners of desks for the past year. This has provided a band-aid solution and as the crisis grows, so will the demands on staff time.

## **6) FINANCIAL IMPLICATIONS**

Council approved the 2024-25 operating plan and capital budget that does not include dedicated resources or budget to carry out this work.

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

- Social Equity
- Community Wellness

## **INFORMATION REPORT 017-2024**

Title: Robie Tufts Encampment

Date: 2024-09-10

Department: Office of the CAO

---



### **8) COMMUNICATION REQUIREMENTS**

Council may wish to direct staff to provide an update on the decision to the community or to provide briefing details to assist Council with communications. Key messages will be developed for this purpose.

### **9) ALTERNATIVES**

An alternative to one of the four options outlined may be formulated by Council.



## Tiny Meadows Shelter

Tiny Meadows Shelter is a second stage shelter service under the management of Open Arms Resource Center. The following criteria are to be utilized as a guideline for entry into Tiny Meadows. Exceptions can be made on a case by case basis.

Tiny Meadows is designed to be one step for guests towards ending their homelessness but it is not housing. No one should be looking to *move* into Tiny Meadows.

1. All guests should have accessed OASIS shelter for at least 30 days. This is done to help them stabilize their circumstances and to develop an ongoing plan on how to obtain housing. Reviews and support of these plans occur weekly.
2. Guests have access to all relevant forms of ID.
3. Guests have a stable income source (through employment or government assistance).
4. Guests have applied for Public housing.
5. Guests have no legal restrictions on where they can live within the community.
6. Guests have demonstrated independent living skills.
7. Guests have maintained community standards without incident during their stay at OASIS.
8. Guests do not have substance dependence or mental health concerns impeding their day to day functioning.
9. Guests are actively involved with programming and working on their case plan which is reviewed weekly with support staff.



*Open Arms Resource Centre is a dynamic and growing nonprofit organization whose work is rooted in Christian values. Our mission is to create lasting, positive change by addressing the root causes of homelessness and fostering a supportive environment for those in need. Open Arms is committed to treating every individual with dignity and respect, recognizing the inherent worth and unique journey of each person.*

## **OASIS: Open Arms Shelter and Individualized Supports**

### **Shelter Stay Expectations**

The **Oasis Emergency Shelter** is a minimal barrier 30-day emergency shelter designed to provide respite to those experiencing homelessness.

Each guest entering the shelter is provided a bed, meals, laundry services, and connection to financial, employment, and health supports. They must follow the basic rules and guidelines of the shelter. All guests are invited to participate in case planning. If they choose to participate in case planning, their stay at OASIS can be extended beyond the 30 day emergency stay.

### **Shelter Case Planning**

All shelter guests will be offered the opportunity to work with staff to develop a case plan. The case plan is to address barriers that may be preventing the individual from finding and/or accessing appropriate housing. These services are client-focused and tailored to meet the needs of the individual. Our goal is to help the guest reintegrate into the community.

Assessment of the guest's current situation should take place within the first thirty (30) days and can include: goal setting, referrals to appropriate services or resources, both internal and external, and assistance obtaining appropriate housing and housing supports.

A guest may opt out of case planning if they so choose. Within the first 30 days, emergency shelter core services will not be refused in this case. However, if a guest chooses not to engage in case planning, they will not be eligible to stay in the shelter beyond 30 days from their entrance to shelter.

Participants in case planning may be provided with an extension of their 30-day shelter stay, or referral to Tiny Meadows second stage shelter, which would be based on the guest's engagement in case planning, attendance to case planning meetings, as well achievement of goals set out in their case plan.