



# Town Council Meeting

September 23, 2025

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order and Land Acknowledgement

#### 1. Approval of Agenda

#### 2. Declarations of Conflicts of Interest

#### 3. Approval of Minutes

- a. Town Council Meeting, July 22, 2025

#### 4. Community Events, Occasions & Acknowledgements

*Mayor & councillors may recognize recent or upcoming events, occasions & acknowledgements that are of interest to the Town and residents*

#### 5. Public Input

##### PLEASE NOTE:

- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*
- *Members of the public participating in public input sessions will conduct themselves in a manner that is respectful to the public, council and staff. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.*
- *You have up to 5 minutes to make comments and provide feedback. Comments are to be directed to the Chair.*



- *If appropriate, responses to input and/or questions will be answered in a future CAO Report.*
- *Any 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. Motions/Recommendations from Committee of the Whole,  
September 9, 2025:**

- RFD 028-2025: Council & Committee Proceedings Policy
- RFD 034-2025: Debt Guarantee KTA/VWRM 2025-26
- RFD 035-2025: Appointment of Development Officer
- RFD 036-2025: Old Burying Ground
- RFD 032-2025: Endorsement of Inclusive Employment Initiative

**7. Regular Meeting Adjourned**

## REQUEST FOR DECISION 028-2025

Title: New Council and Committee Proceedings Policy  
(Policy No. 110-002)  
Date: 2025-07-08 (updated for COW 2025-09-09)  
Prepared by: Glenn Horne, CAO  
Contributors: Laura Morrison, Town Clerk & Manager of Administration

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## SUMMARY

### New Council and Committee Proceedings Policy (Policy No. 110-002)

The purpose of this Request for Decision is to recommend the approval of the new Council and Committee Proceedings Policy No. 110-002. The revised policy consolidates and replaces two previous policies—Policy 110-010 (Public Input at Meetings) and Policy 110-015 (Presentations to Council)—and reflects current governance practices, the need for clarity in meeting procedures, and consistency with related policies such as virtual meeting provisions.

The policy provides guidance on the conduct of Council and Committee meetings, including but not limited to; meeting schedules, rules of order, presiding officer roles, public input and presentations, conflict of interest disclosure, in-camera sessions, livestreaming, voting protocols, motions and amendments, and meeting decorum.

At the July COW meeting, several suggestions for amendments were raised including a lengthy discussion on public input as well as some administrative changes. The policy was reviewed at the Council Policy Review Task Force and is presented with the major amendments shown in red. It was also reviewed and revised for further clarity and plain language, including spelling out/removing of acronyms.

### DRAFT MOTION:

That Council approves the Council and Committee Proceedings Policy #110-002 as attached to RFD 028-2025.

That Council repeals Policy #110-010 Public Input at Meetings.

That Council repeals Policy #110-015 Presentations to Council Policy.

That Council approves amendments to Policy #110-001 Committees of Council Policy as attached to RFD 028-2025.

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### 1) CAO COMMENTS

This new policy strengthens procedural clarity and transparency and reflects best practices in municipal government. The consolidation of related policies into a single document makes the policy easier to understand and apply for both staff and members of Council.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Municipal Conflict of Interest Act

### 3) STAFF RECOMMENDATION

That Council adopt the Council and Committee Proceedings Policy No. 110-002 and repeal the superseded policies as identified.

### 4) REFERENCES AND ATTACHMENTS

- Attachment 1: Council and Committee Proceedings Policy No. 110-002 (Draft)
- Attachment 2: Policy 110-010 Public Input at Meetings (Repealed)
- Attachment 3: Policy 110-015 Presentations to Council (Repealed)
- Attachment 4: Committees of Council Policy #110-001
- Council & Committees of Council Virtual Meeting Policy #110-014

### 5) DISCUSSION

The Town did not previous have a comprehensive proceedings policy; this policy formalizes and modernizes the Town's approach to Council and Committee proceedings. Key improvements include:

- Clear definitions and roles for presiding officers.
- Clear rights and responsibilities of Council and committee members.
- Providing policy for the first meeting of a new Council, rather than relying on convention.
- Outlining in policy the content of Council and Committee of the Whole agendas.
- Updating the criteria for in-camera meetings.
- Updated procedures for public input and presentations.
- Enhanced guidance for motions, debate, and voting procedures.

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- Integration with other core governance policies.

This policy is based on best practice from around the province, leaning primarily on the proceedings policy from the District of East Hants, and incorporates elements of meeting proceedings that have been the Town of Wolfville's traditional approach or more recent updates. It has been reviewed by and includes feedback from Council's Policy Review Task Force.

The policy provides a more accessible framework for both Council and the public to understand how municipal decision-making is conducted. To further support Council's use and the public's understanding, a summary sheet is being developed as a quick reference.

### 6) FINANCIAL IMPLICATIONS

There are no apparent financial implications.

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

- Social Equity: Enhances public participation through structured and fair input processes.
- Community Wellness: Supports respectful, transparent governance, contributing to civic trust.

### 8) COMMUNICATION REQUIREMENTS

The updated policy will be published on the Town website and shared with Committees of Council. A "quick reference" is also being developed. There are no other formal communication requirements.

### 9) ALTERNATIVES

Council may choose not to approve the policy and request further amendments. Council may defer approval pending additional review.

## POLICY

Council and Committee Meeting Proceedings Policy	
<b>Policy Number:</b> 110-002	<b>Supersedes Policy Number:</b> 110-010 Public Input at Meetings 110-015 Presentation to Council
<b>Effective Date:</b> 2025-XX-XX	<b>Approved by Council (Meeting Date):</b> 2025-XX-XX

### 1.0 Purpose

For any organization to function smoothly, it is critical that all members clearly understand its governing rules and operating principles. The Council and Committee Meeting Proceedings Policy outlines the operating principles and procedures for Council and Committees of Council as listed in Section 5.1.1 of Committees of Council Policy #110-001 for the Town of Wolfville.

The objectives of the Policy are to clearly communicate the procedures to be used for Council and Committees of Council in the execution of all business for the Town of Wolfville relating to meeting protocol, election of officers, conflict of interest, public input, public presentations, rules of order and debate, motions and voting, choices in governance by bylaw, policy or resolution, and provide a guide to procedural motions.

### 2.0 Scope

This policy applies to all meetings of Town of Wolfville Council and Committees of Council unless stated otherwise.

### 3.0 References

- 1.1 Municipal Government Act
- 1.2 Municipal Conflict of Interest Act
- 1.3 Committees of Council Policy #110-001
- 1.4 Code of Conduct for Elected Municipal Officials Policy #110-011
- 1.5 Council & Committees of Council Virtual Meeting Policy #110-014
- 1.6 Deputy Mayor Policy #110-003

### 4.0 Definitions

- 4.1 **Abstain** is when a member who is lawfully entitled to vote chooses not to exercise their right to vote on a matter.
- 4.2 **Agenda** is the specific items of business to be dealt with at a meeting. Items are

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- placed on the agenda in the sequence defined by the order of business.
- 4.3 **CAO** is the Chief Administrative Officer of the Town of Wolfville (or designate in an Acting capacity).
  - 4.4 **Chair** is the person officially appointed or elected to lead a Council or Committee of Council.
  - 4.5 **Clerk** is the Town Clerk of the Town of Wolfville or designate.
  - 4.6 **Committee** is any Committee of Council.
  - 4.7 **Conflict of interest** is any matter that may have a direct or indirect conflict with the matter under consideration as defined by the Municipal Conflict of Interest Act.
  - 4.8 **Council** is the Council of the Town of Wolfville.
  - 4.9 **In Camera** means closed proceedings to the public under strict and limited conditions as authorized by legislation.
  - 4.10 **Improper conduct** is behaviour that obstructs in any way the deliberations and/or proper action of Committee or Council.
  - 4.11 **Majority** is a number greater than half of the total.
  - 4.12 **Motion** is a proposal or suggestion that becomes a **Resolution** or decision only after it's passed.
  - 4.13 **Personnel** are the employees of the Town of Wolfville (excluding elected officials).
  - 4.14 **Point of order** is a matter that a member considers to be a departure from, or contravention of, the rules, procedures and/or generally accepted practices of Council.
  - 4.15 **Point of personal privilege** is a matter that a member believes questions their integrity and/or the integrity of the Council.
  - 4.16 **Policy Matter** is a matter covered by a policy and includes anything Council may need to make decisions about on a regular or repeated basis, and where Council wants to give direction or set rules for how they or staff should make those decisions.
  - 4.17 **Presiding Officer** is the person presiding over a meeting and may also be referred to as "chair".
  - 4.18 **Public Input** is a period of time during public meetings when members of the public can offer their comments and feedback.
  - 4.19 **Quorum** is the number of members required to make decisions at the meeting. A majority (more than half the total number) of the total number of voting members at Council or Committee meetings equals a quorum.
  - 4.20 **Regular meeting** is a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
  - 4.21 **Resolution** is a **motion** that has been passed, and it is now an official decision.

## **5.0 Policy**

### **5.1 Application**

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5.1.1. The rules of procedure contained in this policy shall be observed in all proceedings of Council and Committees of Council and shall be the rules for the order and dispatch of business in Council and Committees of Council.

5.1.2. All points of order or procedure for which rules have not been provided for in this policy shall be decided by the presiding officer/chair in accordance with the rules of parliamentary law as contained in “Robert's Rules of Order”, 12th edition, providing it is feasible, otherwise the CAO will make a recommendation on how to proceed.

### **5.2 Presiding Officer**

5.2.1 The mayor shall be the presiding officer/chair at all council meetings, unless unavailable, in which case the deputy mayor shall be the chair/presiding officer.

5.2.2 The deputy mayor shall be the presiding officer/chair at the Committee of the Whole meeting unless unavailable, in which case the mayor shall be the chair/presiding officer.

5.2.3 If the mayor and deputy mayor are absent for a Committee of the Whole or regular Council meeting, the remaining members present can elect a presiding officer/chair from among themselves for that meeting, providing there is quorum. The process to follow is:

- i. Clerk confirms quorum is achieved and the meeting can legally take place.
- ii. CAO or Clerk calls the meeting to order for the purpose of electing a presiding officer/chair.
- iii. Council members present vote to choose a member to act as presiding officer/chair for that meeting only. This vote is decided by simple majority.
- iv. Once elected, the temporary presiding officer/chair takes over and the meeting continues as usual.

5.2.4 As per Committees of Council Policy #110-001 (sections 5.2.6 and 5.2.7), the presiding officer/chair and vice chair of all committees of council except for Committee of the Whole as noted in 5.2.3 above will be served by a seated member of council.

5.2.5 It shall be the duty of the presiding officer/chair to:

- i. Open the meeting by taking the chair, calling the members to order



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and announcing the business before the assembly and the order in which it is to be acted upon.

- ii. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency.
- iii. Protect all rights of those attending the meeting.
- iv. Receive and put to a vote all motions presented and announce the result.
- v. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the council or the mandate of the committee.
- vi. Enforce the rules of order.
- vii. Preserve order and decide points of order.
- viii. Restrain the members within the rules of order when engaged in debate.
- ix. Determine, at their discretion, whether a motion is in order and whether a motion deals with a policy matter and therefore requires the mandatory 7 days' notice to councillors from council as per the MGA.
- x. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting.
- xi. If the chair/presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise, call on the vice chair, or in the absence of the vice chair, on another member, to fill their place until resuming the chair.
- xii. Ensure that decisions of committees/council are in conformity with the laws governing the activities of committees/council.
- xiii. Adjourn the meeting when business is concluded.
- xiv. Adjourn the meeting without question in case of grave disorder arising in the meeting place.

### **5.3 Council / Committees of Council Meetings**

#### **First Meeting of a New Council**

- 5.3.1 The first meeting of the new council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day for the purpose of administering the Oath of Office.
- 5.3.2 The clerk shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.
- 5.3.3 The clerk shall serve as presiding officer for the first meeting until the mayor has taken the Oath of Office, at which time the mayor will assume chair of the meeting.

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### **Regular Council Meetings**

- 5.3.4 Unless otherwise decided by council, all meetings of council and standing committees shall be held in Council Chambers, located at Town Hall, 359 Main Street, Wolfville, NS.
- 5.3.5 From time to time, the clerk and mayor may decide to host a meeting of committee or council through video/web conferencing services as described in the Council & Committees of Council Virtual Meeting Policy #110-014.
- 5.3.6 Regular meetings of council will be held on the third Tuesday of the month at 6:30pm, local time, except for January and September, where they will be held on the fourth Tuesday of the month to allow for holidays and summer vacations. No meetings are held in the month of August. Regular meetings of committees will be held according to the schedule set annually by council and at times determined by council.
- 5.3.7 Except as provided in this policy and the MGA, all meetings shall be open to the public.
- 5.3.8 In addition to regular meetings, the council may hold other meetings as may be necessary or expedient for the dispatch of business at such time and place as the council determines if each **council member** is notified at least **three days** in advance and the clerk gives at least **two days public** notice of the meeting.
- 5.3.9 As per the provisions of section 19 of the MGA the clerk shall call a meeting of the council when required to do so by the mayor or upon presentation of a written request by a majority of the councillors. When calling a meeting in this manner, the clerk shall give at least **two days public** notice of the meeting.
- 5.3.10 Any decision to cancel a meeting that was called by a petition of a majority of councillors shall only be upheld by a two-thirds (2/3) majority decision of councillors.
- 5.3.11 The mayor and CAO jointly may decide to cancel or convert to virtual a council/committee meeting due to inclement weather or other circumstances, which in their judgement appears appropriate.
- 5.3.12 As per Section 19(7)(a)(b) of the MGA, a meeting of council is still legal

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and valid even if proper notice is not given or the meeting takes place in a different location than planned or stated in this policy or in a notice of the meeting.

### **Emergency Meetings**

5.3.13 As per Section 19 (3) of the MGA, where the mayor determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances.

### **In-Camera Meetings**

5.3.14 Committee and council meetings, or portions thereof, may be held in-camera only in accordance with Section 22 of the MGA, as may be amended from time to time, as follows:

- i. acquisition, sale, lease and security of municipal property;
- ii. setting a minimum price to be accepted by the municipality at a tax sale;
- iii. personnel matters;
- iv. labour relations;
- v. alleged breaches of the municipality's code of conduct;
- vi. code of conduct complaints proceeding to the investigation stage;
- vii. contract negotiations;
- viii. litigation or potential litigation;
- ix. legal advice eligible for solicitor-client privilege;
- x. public security.

Or, in the case of a planning advisory committee, joint planning advisory committee or area planning advisory committee or a commission where the committee or commission, by a majority vote, moves a meeting in private to discuss matters related to:

- i. personnel, labour relations, contract negotiations, litigation, or potential litigation or legal advice eligible for solicitor client privilege; or
- ii. a potential application for a development permit,
- iii. land use by-law amendment,
- iv. development agreement
- v. amendment to a development agreement before the applicant has applied to the municipality or development officer e.g. where a developer is looking for feedback regarding a development agreement or development agreement amendment prior to investing in the cost of drawings for an application.

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- 5.3.15 Prior to moving to an in camera session, a motion stating the fact that the committee/council is convening into in camera session will be passed and will include the general nature of the matter to be considered.
- 5.3.16 As per Section 22(4) of the MGA, where council meets in camera, a record must be made that is open to the public setting out only:
- i. that council met in camera and the type of matter that was discussed as set out in the section.
  - ii. where the matter discussed relates to alleged breaches of the municipality's code of conduct,
    - a. the section of the code of conduct the complaint was lodged under, and
    - b. the recommendations of any report made under subsection 23(C)(2); and
    - c. the date of the meeting
- 5.3.17 A vote may occur during an in camera session, provided the reason for being in camera is sanctioned under Section 2.8.1 of the MGA, and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.
- 5.3.18 Recommendations to council from an in camera session will be dealt with in open session immediately following dissolution of the in camera session.
- 5.3.19 Staff reports presented during an in camera session and minutes of an in camera session will be maintained by the clerk and considered confidential unless council determines that the information, or part thereof, shall be made available to the public.

### **Call to Order / Quorum**

- 5.3.20 As soon as there is quorum after the time set for the start of the meeting, the presiding officer/chair shall call the members to order.
- 5.3.21 If quorum for a meeting is not met within five (5) minutes of the time fixed for the commencement of the meeting, the presiding officer/chair shall indicate that no quorum is present, and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 5.3.22 In the case where quorum is present and the presiding officer/chair has not arrived within five (5) minutes after the time appointed, the vice-chair

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as set out in section 5.2 of this policy shall assume the chair and call the meeting to order. The vice-chair shall preside until the arrival of the regular presiding officer/chair.

5.3.23 If both chair and vice-chair are not at the meeting, the meeting can only go ahead if:

- i. There are enough members present to meet quorum, and
- ii. For committee meetings, at least two council members are present—one to act as chair and one to act as vice-chair.

If less than two council members are present at a committee meeting, the meeting must be postponed, even if there's quorum as per Committees of Council Policy #110-001 (Sections 5.2.6 and 5.2.7) and Section 5.2.4 of this policy.

5.3.24 Members are required to inform the clerk (or designate) at their earliest opportunity that they will be absent from any meeting. The clerk (or designate) will then inform the presiding officer/chair.

5.3.25 If too many members must step away from a meeting because of a conflict of interest related to a specific topic or subject, and there aren't enough members left to make quorum, the meeting can still go ahead as long as at least two members remain to discuss that topic. Members who have declared a conflict and leave the table do not count toward quorum.

### **Loss of Quorum**

5.3.26 In accordance with the **Municipal Government Act (NS), Section 19**, if quorum is lost at any point during a council or committee meeting:

- i. The meeting shall be immediately paused or adjourned.
- ii. No motions may be made, debated, or voted on while quorum is not present.
- iii. Members may continue informal discussion; however, no decisions or direction can be given, and no part of the discussion is considered official.
- iv. If quorum is later re-established, the meeting may resume from the point at which it was paused.
- v. The loss and re-establishment of quorum, if applicable, shall be recorded in the meeting minutes.

### **Land Acknowledgement**

5.3.27 At the start of any regular Council meeting, including Committee of the Whole, and committee meetings, a member will read a territorial land

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acknowledgement.

### **Governance by Bylaws, Policy and Resolutions**

#### **Bylaws**

5.3.28 Council will make and follow bylaws for matters listed under Section 172(1) of the Municipal Government Act, or where provincial legislation specifically requires a bylaw.

Bylaws are used to:

- i. Establish enforceable rules or standards,
- ii. Regulate public conduct or land use,
- iii. Create binding obligations that may involve penalties.

Bylaws must comply with all applicable provincial and federal laws.

#### **Policies**

5.3.29 Council will develop and follow policies for all matters that meet the definition of a policy matter.

Policy matters include:

- i. Issues that require consistent decision-making,
- ii. Operational direction to staff,
- iii. Principles or processes Council wants applied in similar situations in the future.

If there is any doubt, it is better to govern by policy than by resolution.

#### **Resolutions**

5.3.30 Council may use resolutions only when a matter does not require a bylaw or policy, and when:

- i. The decision is specific to a one-time situation.
- ii. It does not involve setting principles or processes that would guide future council or staff decisions.

Resolutions are used for one-time approvals such as awarding a specific contract, approving a budget line item, or sending correspondence.

### **Livestreaming of Council and Committee Meetings**

5.3.31 Council and Committee of the Whole meetings held in council chambers

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shall be livestreamed when possible.

5.3.32 Other committee meetings held in council chambers **may** be livestreamed.

5.3.33 If there are technical problems and the livestream doesn't work, or if livestreaming isn't possible, the meeting will still go ahead as planned.

5.3.34 Virtual meetings and virtual meeting attendance is governed by the Town's Council & Committees of Council Virtual Meeting Policy #110-014.

### **Committee Meetings**

5.3.35 The rules governing the procedures of council shall be observed in committee and board meetings, except that:

- i. A motion to close debate is out of order; meaning members can keep discussing without a formal vote to end the debate early.
- ii. Motions do not have to be submitted in writing before the meeting, unless requested by the presiding officer/chair for the purposes of ensuring clarity, accuracy, to support members in their preparation for the meeting, assist in notetaking and manage time more efficiently.

5.3.36 The establishment, membership, and administration of committees is provided for in the Town's Committees of Council Policy #110-001.

5.3.37 Where a conflict between these policies is identified, this policy will preside, and the conflict will immediately be referred to the Policy Review Task Force for assessment and a recommendation to resolve the conflict.

## **5.4 Regular & Special Council & Committee of the Whole Meetings**

### **Order of Business/Agenda Preparation**

5.4.1 The clerk, under the direction of the CAO in consultation with the mayor, will prepare the agenda for all regular and special meetings of council and Committee of the Whole meetings.

5.4.2 Members of council may submit a request for agenda item using the provided form at least ten (10) days prior to the meeting at which they'd like the request discussed by the Committee.

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5.4.3 The clerk, or designate, will strive to have all council agendas, including for committee of the whole meetings and public hearings circulated to members, and posted for the public, one week in advance of the scheduled meeting.

5.4.4 The following shall be the order of proceedings for a regular committee of the whole meeting:

- i. Call to Order
- ii. Land Acknowledgement
- iii. Approval of the Agenda
- iv. Approval of Minutes
- v. Declarations of Conflict of Interest
- vi. Presentations
- vii. Public Input
- viii. Staff Reports for Discussion
- ix. CAO Report
- x. Committee Reports (Internal)
- xi. Committee Reports (External)
- xii. Adjournment to In-Camera Session Under the Municipal Government Act Section 22(2)
- xiii. Regular Meeting Reconvened
- xiv. Motions from In-Camera Session
- xv. Meeting Adjournment

5.4.5 The following shall be the order of proceedings of a regular meeting of council:

- i. Call to Order
- ii. Land Acknowledgement
- iii. Approval of the Agenda
- iv. Approval of Minutes
- v. Declarations of Conflict of Interest
- vi. Community Events, Occasions & Acknowledgements
- vii. Public Input
- viii. Motions & Recommendations from Committees
- ix. New Business
- x. Adjournment to In-Camera Session Under the Municipal Government Act Section 22(2)
- xi. Regular Meeting Reconvened
- xii. Motions from In-Camera Session
- xiii. Meeting Adjournment

### **Adding Items to the Agenda After It Has Been Circulated**



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5.4.6 Staff may add urgent or important topics to the agenda after it has been circulated, with the approval of the CAO and chair/presiding officer, and without requiring a motion. Council members are not permitted to add new items to the agenda after it has been circulated. All agenda items must be submitted in advance through the normal process. This ensures the agenda remains organized and allows adequate time for all members to prepare for meetings.

### **Changing the Order of Business**

5.4.7 Council and Committee of the Whole meetings usually follow the order of business as listed on the agenda. If a member wants to change the order of items to discuss something earlier or later, they must make a motion to do so. If the motion is approved by the majority, the meeting will follow the new order. Changes to the order of business are allowed to address urgent or time-sensitive matters and may be treated as a suspension of the rules. If council approves the change, it is understood that the rules have been suspended for that purpose.

5.4.8 The agenda for special meetings of council, including Special Committee of the Whole meetings, shall only include the business for which the meeting was called. No additions to the agenda will be permitted.

5.4.9 Agenda preparation and Order of Business for advisory committees of council is governed by the Town's Committees of Council Policy #110-001.

### **5.5 Disclosure of Conflict of Interest**

5.5.1 It is the responsibility of each member to identify and disclose any pecuniary (financial) interest as defined by the Municipal Conflict of Interest Act, in any item or matter before the council or committee.

5.5.2 Members must also be aware of and disclose non-financial conflicts of interest such as:

- i. when a member's personal relationships, involvement in other organizations, or private interests could affect, or appear to affect, their ability to make a fair and unbiased decision e.g. a close personal relationships, friendship or rivalry.
- ii. Volunteering or serving on a board or committee related to the matter.
- iii. Prior involvement in the issue outside of Council or committee.

5.5.3 Declaring a Conflict of Interest During a Meeting

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If a member has a financial interest, either for themselves or through someone else, in a matter being discussed at a Council or committee meeting, and they are present at that meeting, they must:

- i. declare before the discussion starts and explain in general terms what the interest is.
- ii. leave their seat and sit in the public gallery (if the meeting is open to the public).
- iii. not take part in the discussion or vote on the matter; and
- iv. not try to influence the decision in any way, before, during, or after the meeting.

If the meeting is closed to the public, the member must leave the room completely for the part of the meeting that deals with the matter.

- 5.5.4 If the member wasn't at the meeting where the matter was discussed and therefore wasn't able to declare their interest at that time, they must declare at the next meeting that had they been present they would have declared a conflict. This promotes accountability and ensures records are accurate about the conflict even if they didn't take part in the vote.

### **5.6 Presentations**

- 5.6.1 External party presentations are made only at Committee of the Whole meetings.
- 5.6.2 Presentations from the community and requests for funding shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).
- 5.6.3 Presentations made at the request of council or by staff may be allotted more time on a case-by-case basis.
- 5.6.4 From time to time, staff may request stakeholders address council or committee to supplement a staff report or presentation. In those instances, the invited individual shall only speak on the subject in debate and shall not speak on any other subject.
- 5.6.5 Committee of the Whole shall refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Town.
- 5.6.6 Presenters shall:
- i. Submit requests to present to the clerk with at least 14 days' notice of the meeting the request is for. **Requests received within**

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**the 14-day notice does not guarantee a slot on that agenda; the CAO / clerk will make the final decision.**

- ii. include a summary of the organization wishing to present,
- iii. include information on purpose of presentation,
- iv. include information on any asks being made of the Town.
- v. Include any accommodation requests.
- vi. Provide to the clerk any slides or material to be handed out to council no later one full week prior to the meeting.
- vii. Advise the clerk if wishing to present virtually giving no less than 24 hours notice as per Council & Committees of Council Virtual Meeting Policy 110-014.

Presenters shall not:

- i. Speak disrespectfully of any person;
- ii. Use offensive language;
- iii. Speak on any subject other than the subject for which they have received approval;
- iv. Disobey any decision of the chair/presiding officer; and
- v. Enter into cross debate with other delegations, staff, or committee/council members.

5.6.7 If there is any question of the appropriateness of a presentation request, the CAO / clerk, in collaboration with the mayor will review the request and determine whether to approve or not. The mayor may seek further collaboration advice from council members.

5.6.8 The presiding officer/chair may curtail any delegation, any questions of a delegation and/or debate during a delegation for disorder or any other breach of this policy and, if rules the delegation is concluded, the presenter shall withdraw. The decision of the presiding officer/chair shall not be subject to challenge.

### **5.7 Public Input at Council and Committee Meetings**

5.7.1 People attending a council or committee meeting must remain quiet and respectful. No one may speak to council unless council gives them permission.

5.7.2 People are not allowed to hold up signs, clap, talk, or do anything else that could interrupt or disturb the meeting.

5.7.3 Anyone in possession of a phone or electronic device in council chambers, must turn it off or set it to silent so it doesn't make any noise.

## **POLICY**

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- 5.7.4 Members of the public may speak to council for up to five (5) minutes during the Public Input part of a council or committee meeting.
- 5.7.5 When speaking to council, the public must be respectful to everyone including council, staff, and other attendees. If someone is disrespectful, the chair will stop them from speaking.
- 5.7.6 Anyone who uses rude, offensive, or insulting language will be asked to leave the meeting.
- 5.7.7 Council members will listen but will not respond or enter into debate or discussion at that time.
- 5.7.8 If clarification or a response is required, staff and/or council may follow up after the meeting, or the issue may be referred to a future agenda.
- 5.7.9 Responses to questions made at Committee of the Whole and regular council meetings, will also be included in a report on the next COW agenda so they may be shared with the public as a whole.
- 5.7.10 Members of the public are welcome to interact with council and Town staff in several ways such as:
  - i. By letter or email or phone. Contact details are available on the Town website.
  - ii. Questions, concerns, or requests for service can be submitted to staff by phone, email, in person, or through the Town's website.
  - iii. Participate in scheduled public hearings, surveys, or community consultations on planning, budgets, or policy changes.
  - iv. The Town may share information and gather feedback through social media or online engagement platforms such as Wolfville Blooms.
  - v. Members of the public can request a meeting with a councillor or senior staff member to discuss a concern or idea.
- 5.7.11 Input related to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be responded to.
- 5.7.12 A synopsis of all comments from public input is recorded in the minutes.
- 5.7.13 Members of the public shall not approach council members when seated at the horseshoe.

## **POLICY**

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5.7.14 Any papers or documentation presented at the public input session for council will be given to the clerk or designate for dispersal.

5.7.15 Any person who is not a member of council, that does not abide by the rules stated in this section may be asked to leave the meeting by the presiding officer/chair.

### **5.8 Minutes**

5.8.1 The minutes of all council and committee meetings are recorded. The clerk or designate shall ensure minutes of all committee and council meetings are available to councillors. All approved minutes shall be marked as such, once approved at a subsequent meeting.

5.8.2 The minutes of all council and committee meetings shall include every motion, resolution, and decision made, whether the meeting is public or held in an in camera session.

5.8.3 Minutes of meetings shall record:

- i. The type, place, date and time of meeting.
- ii. The name of the presiding officer/chair and all members of the committee and council as well as the names of council members attending who are not part of the committee.
- iii. The time of late arrival or early departure of members of committee/council.
- iv. The name of staff in attendance.
- v. The substantive decisions made, and actions taken.
- vi. The results of votes on all motions.
- vii. The time the meeting went in and out of an in-camera session.

5.8.4 The minutes of each council meeting shall be presented to council at the next regular meeting for approval.

5.8.5 The minutes of each Committee of the Whole meeting shall be presented to council at the next regular Committee of the Whole meeting for approval.

5.8.6 The minutes of a committee meeting shall be presented to that committee at the next regular committee meeting for approval.

5.8.7 Council and committees shall be asked if there are corrections to the minutes. Corrections must be factual and reflect what took place at the meeting.

## **POLICY**

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5.8.8 If no corrections are identified, the presiding officer/chair shall declare the minutes approved as presented. If corrections are identified, the presiding officer/chair shall request a motion to approve the minutes as amended.

5.8.9 Approved minutes from council and committees are posted on the town website.

5.8.10 Staff reports shall be posted to the municipal website as part of the agenda package.

### **5.9 Rules of Order and Debate**

#### **Conduct of Members**

5.9.1 Members of Council shall :

- i. Act in accordance with their Oath of Office and The Town's Code of Conduct for Elected Municipal Officials Policy#110-011.
- ii. Discharge with integrity all responsibilities to council, the Town of Wolfville, and the public, in keeping with approved corporate policies.
- iii. Treat the presiding officer/chair, other members of council, staff, and the delegates from the public with courtesy, respect and good faith.
- iv. Try to be acknowledged by the presiding officer/chair before leaving the council chambers.
- v. Remain in their seat without disturbance while a vote is being taken and until the result is declared.
- vi. Not criticize any decision of the council except for the purpose of introducing a motion for reconsideration.
- vii. Respect the rules of the council or a decision of the presiding officer/chair or council on a question of order, practice or interpretation of the rules of the council.
- viii. Ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary; and
- ix. Turn off or silence all cell phones, and electronic devices, except those in use to facilitate the meeting.

5.9.2 If a member continues to break the rules of the meeting or refuses to follow a decision made by the presiding officer/chair or council, even after being warned by the presiding officer/chair, the presiding

## **POLICY**

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officer/chair must immediately ask council to vote (without debate) on the following question:

**“Should the member be ordered to leave their seat for the rest of the meeting?”**

If the member later apologizes, council can take another vote to allow them to return to the meeting.

- 5.9.3 Council and committee members are not allowed to speak to provincial members of government like an MLA (Member of the Legislative Assembly) or federal members of government like an MP (Member of Parliament), municipal vendors, or outside organizations about specific municipal matters **unless they have permission from council or the mayor to do so**. The only exception is when a councillor is helping a resident with a provincial matter and is clearly acting on behalf of the individual, not on behalf of council. If council has asked staff to handle a communication on a certain issue, **individual councillors cannot act on behalf of council** on that topic unless they are officially authorized. This rule does **not** stop councillors from interacting with residents of the Town.

### **Speaking / Rules of Debate**

- 5.9.4 When a presentation or report needs a council decision, the presiding officer/chair will first allow time for discussion and questions, then the presiding officer/chair will ask for a motion.
- 5.9.5 Members must wait for the presiding officer/chair to recognize them before speaking.
- 5.9.6 Once a member is recognized, they must direct their comments or questions to the presiding officer/chair and only speak about the topic being discussed. The presiding officer/chair will keep track of the speaking order and recognize members in the order they asked to speak.
- 5.9.7 No one may interrupt another member who is speaking unless it's to raise a **point of order** or a **point of personal privilege** (as defined in sections 4.14 and 4.15).
- 5.9.8 Any member can ask to have the motion or question being discussed re-read or shown at any time **if it doesn't interrupt someone who is speaking**.

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- 5.9.9 A member may not speak more than once on a topic until all other members have had a chance to speak. They may speak again only to **clarify a misunderstanding**, not to introduce new information. No member can speak more than **four times** on the same topic without council's permission.
- 5.9.10 A member may not speak for longer than **ten minutes** on a single topic unless council agrees to allow more time.
- 5.9.11 Questions asked during discussion must be directly related to the matter being discussed.
- 5.9.12 Once the presiding officer/chair has called for a vote on a motion, no more discussion or new motions are allowed until the vote is finished and the result is announced.
- 5.9.13 If the presiding officer/chair wants to take part in debate, they must hand over their role to the vice-chair until the issue is finished. This keeps the presiding officer/chair's role fair and neutral.

### **5.10 Motions**

#### **Not Requiring Advance Notice**

- 5.10.1 At a Council meeting, certain types of motions can be brought up verbally, without giving advance notice, and without asking for permission, unless a specific rule in this policy says otherwise.
- i. A point of order
  - ii. A point of personal privilege
  - iii. To suspend the rules of procedure
  - iv. To table
  - v. To postpone definitely (deferral motion with a specified date/meeting)
  - vi. To refer
  - vii. To amend
  - viii. To postpone indefinitely (deferral motion without specifying a date/meeting)
  - ix. To recess
  - x. Return to the approved agenda (because it's strayed off topic)
  - xi. Fix a time to adjourn
  - xii. To close debate
  - xiii. Any other procedural motion.



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### **Motions Passed by Unanimous Consent**

5.10.2 The following are motions that can be adopted without a formal vote when there is no objection:

- i. To approve the agenda (if there are no changes)
- ii. To adopt minutes (if there are no changes)
- iii. To adjourn the meeting

### **Making and Passing Motions**

5.10.3 The presiding officer/chair may ask if a member is willing to move/second a motion, in which case any member may respond verbally. The presiding officer/chair will verbally indicate which members have moved and seconded the motion.

5.10.4 Motions are voted upon by the members by a show of hands and by saying aye/no or any other accepted means.

5.10.5 The person making a motion must clearly say what the motion is before someone else can second it and before it can be voted on.

5.10.6 Once a motion has been made and seconded, it officially belongs to council. The person who made the motion can still withdraw it at any time before it's voted on or changed, as long as no one on council objects.

### **Procedural Motions**

5.10.7 Motion to Adjourn:

- i. always allowed except where this policy says otherwise
- ii. cannot be debated or changed
- iii. cannot be made while someone is speaking or during vote counting.
- iv. cannot be made immediately after a motion to close debate passes.
- v. if defeated, cannot be made again until some business has happened.

5.10.8 The presiding officer/chair can end the meeting by unanimous consent, if all business is done and nothing else is pending.

5.10.9 A motion to adjourn to a specific time, or event pauses the meeting and continues it later.

5.10.10 A motion to adjourn without conditions ends the meeting immediately

## **POLICY**

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if passed.

5.10.11 A motion to table is not debatable and is not amendable

5.10.12 A tabled motion won't be discussed again unless a motion is made to take it off the table.

5.10.13 A motion that has been tabled and not taken up from the table for six (6) months shall be deemed to be withdrawn and cannot be revived.

5.10.14 A motion to close debate (call the question):

- i. is not debatable or amendable.
- ii. cannot be moved if there is an amendment being discussed.
- iii. should be moved by a member who has not yet spoken on the topic, unless all have spoken.
- iv. requires a two-thirds (2/3) majority vote of members to pass
- v. if passed, ends debate immediately and a vote is taken without further discussion.

5.10.15 A motion to postpone definitely (to a fixed time or date):

- i. debatable only for reason of postponing and to when.
- ii. can be amended as to the time or date.
- iii. needs a majority vote to pass.
- iv. takes priority over motions to refer, amend, or postpone indefinitely.

5.10.16 A motion to refer (to committee or staff):

- i. is debatable and amendable.
- ii. takes priority over amendments, postponing indefinitely or definitely, and tabling.

5.10.17 A motion to amend:

- i. is debatable and amendable
- ii. must relate to the matter at hand, not change the main idea.
- iii. shall allow only one amendment at a time.

5.10.18 A motion to postpone indefinitely:

- i. is debatable and can include discussion of the main issue effectively stopping a motion and avoiding a direct vote on the question.
- ii. is not amendable.
- iii. requires a majority vote.

## **POLICY**

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- 5.10.19 A motion to suspend the rules:
- i. is not debatable or amendable.
  - ii. requires a two-thirds (2/3) majority vote.
  - iii. takes precedence if related to a pending motion, but yields to a motion to table.
- 5.10.20 A motion to reconsider:
- i. is debatable only for reasons for or against reconsidering.
  - ii. is amendable.
  - iii. requires a majority vote, regardless of the original vote to adopt the motion being reconsidered.
- 5.10.21 A motion to reconsider may be made only by a member who voted on the winning side in the original vote.
- 5.10.22 A question shall only be reconsidered once, and the motion to reconsider cannot be reconsidered.
- 5.10.23 No debate on the original question can happen unless the motion to reconsider is approved first.
- 5.10.24 The mover of a motion to reconsider must say if the whole or part of the original motion will be reconsidered.
- 5.10.25 A motion to reconsider can only be made at the same meeting as the original decision.
- 5.10.26 A motion to amend/rescind a previous decision:
- i. is debatable and amendable (only to the amendment not the original decision).
  - ii. requires two-thirds vote of the members present to pass.
- 5.10.27 If this motion fails, it cannot be brought forward again during a period of twelve (12) months following the date on which the question was decided.
- 5.10.28 No debate on the original question takes place, unless this motion passes first.
- 5.10.29 When a matter is brought back for reconsideration, the whole original motion is reviewed unless limited by the reconsideration motion.
- 5.10.30 Until reconsidered and changed, the original decision stands.

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### **Point of Order**

- 5.10.31 The presiding officer/chair shall decide all points of order.
- 5.10.32 When a member wishes to raise a point of order, the member shall ask permission of the presiding officer/chair and then state the issue.
- 5.10.33 The chair/presiding officer shall decide on the point of order.
- 5.10.34 Thereafter, the member shall only address the presiding officer/chair if appealing the decision. If appealed, council votes without debate. If no appeal, the presiding officer/chair decision shall stand.

### **Point of Personal Privilege**

- 5.10.35 Members can raise issues affecting dignity, reputation, or ability to participate (Point of Personal Privilege).
- 5.10.36 A Point of Personal Privilege has priority over other business.
- 5.10.37 No debate allowed except on the point itself.
- 5.10.38 The chair/presiding officer shall decide upon the point of privilege and advise the members of the decision.
- 5.10.39 Unless a member immediately appeals the decision, it shall be final.
- 5.10.40 If the decision is appealed, the question **“Shall the ruling of the presiding officer be upheld?”** shall be called without debate, and its results shall be final, based on a majority vote.
- 5.10.41 When a point of privilege is raised and recognized, on behalf of another member, that member may speak or move a motion only if separately recognized by the chair.

## **5.11 Voting**

- 5.11.1 The manner of determining the decision of the council or committee on a motion shall be by raised hands and voicing Aye/No or by another accepted means.
- 5.11.2 All members including the presiding officer/chair may vote once on

## **POLICY**

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each motion.

- 5.11.3 Abstentions count as 'No', except when the member has declared a conflict of interest.
- 5.11.4 A majority of the members present, and voting are required to pass motions (except when two-thirds are required as set out in this policy). A tie vote means the motion is defeated.
- 5.11.5 Movers and seconders of a motion must be present at the meeting for debate to occur.
- 5.11.6 Members not in their seat at the call of the vote shall not be entitled to vote.
- 5.11.7 Members must remain seated until the result of the vote has been declared.
- 5.11.8 Voting at public hearings shall follow the rules as set in the Municipal Government Act.

### **6.0 Policy Review**

This policy will be reviewed every four years, immediately following a municipal election.

### **7.0 Replace**

The following policies are repealed and replaced with this policy:  
110-010 Public Input Policy  
110-015 Presentations to Council Policy

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**Approved by CAO**

Click here to enter a date.

**Date**



## POLICY

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Public Input at Council and Committee Meetings	
<b>Policy Number:</b> 110-010	<b>Supersedes Policy Number:</b>
<b>Effective Date</b> 2019-07-16 2024-04-16	<b>Approved By Council (Motion Number):</b> 19-07-17 19-04-24

### 1.0 Purpose

The Town of Wolfville is committed to supporting its citizens to become more engaged and better informed on Town matters. This policy provides for the effective management of public input sessions during Council and Committee meetings.

### 2.0 Scope

This Policy is applicable to all Town Council and Committee of Council Meetings.

### 3.0 Definitions

**3.1 Public Input Session** a period of time during public meetings when members of the public can offer their comments and ask questions of Council.

**3.2 Chair** Mayor or designated Chair of a Committee of Council.

### 4.0 Policy

**4.1** At Committee of the Whole (COW) meetings, members of the public will have two opportunities to make comments and ask questions during public input sessions. These sessions are scheduled at the beginning of each meeting after the adoption of the minutes of previous meetings, and towards the end of the meeting after Council has received all the reports. Individual members of the public can speak for a maximum of five (5) minutes during these sessions. The intent of the second opportunity is to provide Council with any new information members may have after hearing the reports, which may help in Council in their decision-making.



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- 4.2** At regular Town Council and Advisory Committee of Council meetings, members of the public will have the opportunity to make comments and ask questions during one public input session at the beginning of each meeting after the adoption of the minutes of previous meetings. Individual members of the public can speak for a maximum of five (5) minutes during this session.
- 4.3** Members of the public will address the Chair directly with questions and comments.
- 4.4** Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be answered.
- 4.5** The Chair, in consultation with members of Council, the CAO and/or staff designate, will determine if a question posed can be immediately answered or if it needs to be referred to staff for further follow-up. Any questions not immediately answered will be directed to a staff member for follow-up, either in writing directly to the member of the public with a copy to Council, or in a subsequent CAO Report to Committee of the Whole.
- 4.6** Members of the public participating in public input sessions will conduct themselves in a respectful manner. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.
- 4.7** In order to ensure that no member of the public feels discouraged, intimidated or otherwise prevented from delivering their comments or questions, no shouting from the public gallery, applause or other expressions of emotion will be permitted during public participation sessions.
- 4.8** No audience participation is allowed.
- 4.9** Any persons wishing to attend the meeting virtually must advise the Town Clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014 (section 5.2.3).



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- 4.10** Any persons requiring accommodation are asked to contact staff at Town Hall.
- 4.11** Members of the public are reminded that Policy Number 120-010 Routine Access Policy clarifies which Town records are available routinely upon request.

### 5.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

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Town Clerk

2024-04-16

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Date





## POLICY

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Presentations to Council	
<b>Policy Number:</b> 110-015	<b>Supersedes Policy Number:</b> N/A
<b>Effective Date</b> 2024-04-16	<b>Approved By Council (Motion Number):</b> 20-04-24

### 1.0 Purpose

To establish guidelines for the effective management of presentations at the Town's Committee of the Whole meetings.

### 2.0 Scope

This Policy applies to all groups or organizations including all local community organizations, stakeholders, not-for-profit organizations, delegations, federal or provincial government agencies and partners and others which may arise at the discretion of Council who wish to publicly present to Council at a Committee of the Whole Meeting.

For individual public input see policy #110-010 Public Input at Council Meetings Policy.

### 3.0 Definitions

**3.1 Town** is the Town of Wolfville

### 4.0 Policy

**4.1** Presentations are made at Committee of the Whole meetings.

**4.2** For the purpose of this policy, presentations have been categorized into three groups:

**4.2.1** Presentations from the Community includes:

- i. updating Council on local community initiatives, projects, budgets or operations.



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- ii. raising Council's awareness of new community initiatives or projects.
- iii. Celebrating successes and achievements of volunteer based or not-for-profit organizations which have a social, cultural, economic or environmental well-being in their mandate.

These groups shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

### 4.2.2 Funding requests

Requests for funding shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

### 4.2.3 Presentations made at the request of Council or Staff

These requests may be allotted more time on a case-by-case basis.

- 5 Committee of the Whole will refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Town.
- 6 Any persons wishing to present by virtual means must advise the Town Clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014.
- 7 Any persons requiring accommodation are asked to contact staff at Town Hall.

## 5.0 Responsibilities

### 5.1 Council will:

- i. Identify and approve any changes to Presentations to Council Policy in collaboration with the CAO or designate.

### 5.2 The CAO/Town Clerk will:

- i. Receive each presentation request.
- ii. Ensure all Council members are informed of the details of each request.



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- iii. In collaboration with the mayor, and Council, decide on the appropriateness of the request and date of COW meeting to receive the presentation.
- iv. Update the agenda packages accordingly including any presentations/reports for pre-circulation.

### 6.0 Presentation Requirements

- 6.1 The request to present must include:
  - i. a summary of the information of the organization being represented,
  - ii. a summary of purpose of presentation, and
  - iii. information on any requests being made of the Town.
- 6.2 Requests to present must be received with at least 14 days' notice of the Committee of the Whole meeting the request is for.
- 6.3 Presentation slides or material to be handed out to Council must be provided to the Town Clerk at least 24 hours prior to the meeting.

### 7.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

Town Clerk

2024-04-16

Date



## POLICY

Committees of Council Policy	
<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>2024-09-24</b>	<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 <b>16-09-24</b>

### 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 meetings of committees of council, and their appointed members, within the Town of Wolfville.

### 3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Policy #110-004 Virtual Meeting Policy
- 3.3 Town of Wolfville Policy #110-002 Council & Committee of Council Proceedings Policy

### 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



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majority of members present equals quorum.

4.4 **Town Clerk** is the Town Clerk, as appointed 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.

#### 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, Source Water Protection Advisory Committee and Equity and Anti-Racism Advisory Committee.
- 5.1.2 The Planning Advisory Committee will serve as the Heritage Advisory Committee.

#### 5.2. Council Members of Committees

- 5.2.1 In November of the election year and the 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



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mandated by legislation.

- 5.2.8 Chair & Vice Chair positions will be selected annually by Council unless mandated by legislation.

### 5.3. Citizen Members of Committees

- 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.
- 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 **and in accordance with the Town's Council and Committee Proceedings Policy #110-002.**

### 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



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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 **As per the Town's Council and Committee Proceedings Policy #110-002,** 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.
- 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



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#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 **as per Sections 5.6 of the Town's Council & Committee Proceedings Policy #110-002.**
- 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 committee Chair.
- 5.8.2 Meeting agendas shall be prepared by the committee Chair and staff representatives and shall be submitted to the 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





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forwarded 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



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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.

### **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 Regional 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, 5.2.3, and 5.3.1 and 5.3.2 as appropriate.

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**



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It is expected 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 Sections 5.1, 5.9, 5.10 and 5.11 of this Policy, Council members are expected to attend and participate in the following:

- 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



## POLICY

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### 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



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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.

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### 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](#)



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### 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.

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### 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](#)

### 4. Definitions

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- 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.

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### 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.



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### 3. References

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

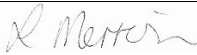
### 4. Membership

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 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.

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### Appendix E

## 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.

### 3. References

- 3.1 Policy 110-001, Committees Policy



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### 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 limited to:
- Mi'kmaw and Persons of Indigenous descent.



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- 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.
- 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:

- To two-year terms – two (2) members of council
- To two-year terms – three (3) members at large
- 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.

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## REQUEST FOR DECISION 034-2025

Title: VWRM – Debt Guarantees 2025-26 Capital Program

Date: 2025-09-09

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff

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## SUMMARY

### Valley Waste Resource Management (VWRM) Debt Guarantee for 2025-26 Capital Program

Each year the Town is involved in Valley Waste Resource Management (VWRM)'s budget process, including any debt guarantees that are required in relation to the capital budget.

The request before Council today relates to the current year (2025-26) capital program, for which VWRM is preparing to participate in the Municipal Finance Department's upcoming provincial debenture issue. The first step of this process was completed on June 18, 2025, when the Interim-IMSA Board signed their Temporary Borrowing Resolution (TBR). The next step is for each of the Inter-Municipal Agreement Service Partners to guarantee their proportionate share of the debt. The documents before Council with this report represent that guarantee for Wolfville.

### DRAFT MOTION:

That Council guarantees a share of Valley Waste Resource Management's Temporary Borrowing Resolution of \$1,465,000, with Wolfville's guarantee repayment share being 7.19% equal to \$105,363 as per the attached partner guarantee resolution form.



## REQUEST FOR DECISION 034-2025

Title: VWRM – Debt Guarantees 2025-26 Capital Program

Date: 2025-09-09

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff

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### CAO COMMENTS

The CAO supports the recommendation of staff.

### 1) LEGISLATIVE AUTHORITY

- Municipal Government Act – Sections 60 & 88
- Valley Waste Resource Management Inter-Municipal Service Agreement (IMSA)

### 2) STAFF RECOMMENDATION

That Council approves the loan guarantee requested by VWRM to address their 2025-26 capital program requirements.

### 3) REFERENCES AND ATTACHMENTS

- Loan Guarantee Resolution provided by VWRM (attached)
- VWRM 2025-26 Capital Program TBR, including Schedule A showing the breakdown of partner guarantees, and Schedule B noting the Capital Budget items being funded through long-term debt (attached).

### 4) DISCUSSION

VWRM must go through the process required by the Municipal Finance Department to access debenture funding for its capital program. The final step of this process requires all IMSA partners to guarantee their share of the debt. As one of these partners, Wolfville must guarantee its share of VWRM's long-term borrowing. The documentation attached is needed to ensure VWRM's TBR can be approved by the Minister.

This TBR approval is an annual housekeeping matter, finalizing details surrounding the Interim-IMSA Board and Town Council decisions previously made for fiscal 2025-26. Below is the breakdown of guarantees by IMSA partners:

IMSA Partner	Guarantee Percentage	Guarantee Amount
Municipality of Kings County	58.28%	\$853,730
Municipality of Annapolis	20.98%	\$307,328
Town of Kentville	8.10%	\$118,603
Town of Wolfville	7.19%	\$105,363
Town of Berwick	2.71%	\$39,739
Tow of Middleton	1.90%	\$27,890
Town of Annapolis Royal	0.84%	\$12,347
	100%	\$1,465,000

## REQUEST FOR DECISION 034-2025

Title: VWRM – Debt Guarantees 2025-26 Capital Program

Date: 2025-09-09

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff

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### 5) FINANCIAL IMPLICATIONS

There is no immediate budget impact on the Town, as VWRM's capital program was previously approved as part of the 2025-26 budget. The long-term borrowing requested will require increased Town contributions in future years once the debenture is in place and repayments are required.

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

None at this time.

### 7) COMMUNICATION REQUIREMENTS

Once approved, the guarantee will be signed and the Town will advise VWRM staff of Council's decision, and then to forward all duly signed copies of the guarantee to VWRM.

### 8) ALTERNATIVES

Council could choose not to approve the guarantee. In doing so VWRM would be required to seek alternatives to fund its capital budget. Given Council has already approved the VWRM Budget, not providing the guarantee at this time would be an impractical option and is not recommended by staff.

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs has the approved the proposed guarantees;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs, the Authority borrow a sum or sums not to exceed

One million four hundred sixty five thousand Dollars  
(\$1,465,000) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed

One million four hundred sixty five thousand Dollars  
(\$1,465,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

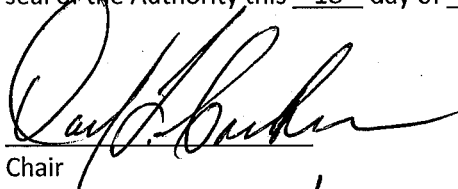
**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of June, 2025.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of June, 2025.

  
Chair

  
Secretary

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	58.28%	853,730
Municipality of the County of Annapolis	20.98%	307,328
Town of Kentville	8.10%	118,603
Town of Wolfville	7.19%	105,363
Town of Berwick	2.71%	39,739
Town of Middleton	1.90%	27,890
Town of Annapolis Royal	0.84%	12,347
Total Capital Requirements for Borrowing Resolution	<b>100</b>	<b>1,465,000.00</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading:</b>		
<b>Item</b>	Cat 924K Loader - Solid Tires	400,000
<b>Item</b>	Cat 906 Loader - Solid Tires, Grapple - C&D Pile	200,000
<b>Item</b>	HHW Container Replacement	60,000
<b>Item</b>	HHW Pre Fab Structure	250,000
<b>Heading Sub Total:</b>		<b>910,000</b>
<b>Heading:</b>		
<b>Item</b>	Press Upgrade	120,000
<b>Item</b>	Tunnel Door	85,000
<b>Item</b>	Warehouse	350,000
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>555,000</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,465,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF**

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for purpose of \_\_\_\_\_;

**WHEREAS** the Authority has requested the Council of the \_\_\_\_\_, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the \_\_\_\_\_ does hereby approve the borrowing of the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk

## REQUEST FOR DECISION 035-2025

Title: Appointment of Development Officer

Date: 2025-09-09

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors:

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## SUMMARY

### Appointment of Development Officer

This report is intended for Council to consider the staff recommendation regarding the appointment of Mark Fredericks as a Development Officer for the Town of Wolfville.

### DRAFT MOTION:

That Council approve the appointment of Mark Fredericks as a Development Officer for the Town of Wolfville.



## REQUEST FOR DECISION 035-2025

Title: Appointment of Development Officer

Date: 2025-09-09

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors:

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### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

Pursuant to Section 243(1) of the MGA, Council must appoint a Development Officer to administer the Land Use By-Law and Subdivision By-law. Currently the Town has one full-time Development Officer (Marcia Elliott) and one alternate Development Officer (Devin Lake).

### 3) STAFF RECOMMENDATION

Staff recommends that Council appoint Mark Fredericks as a Development Officer for the Town of Wolfville.

### 4) DISCUSSION

The Town of Wolfville's Planning and Development department is a small collaborative team where many roles overlap and merge. For effective coverage, having multiple Development Officers ensures a consistent ability to issue permits and approvals during personal/medical leave or vacation periods.

Staff are recommending that Council appoint Mark Fredericks as a Development Officer to enhance the Town's ability to provide this consistent coverage of services. Mark Fredericks has extensive Planning and Development experience in previous roles with the County of Kings and West Hants and is qualified for the role.

Marcia Elliott will continue to be the primary Development Officer for the Town.

### 5) FINANCIAL IMPLICATIONS

There are no budget considerations associated with the appointment of a Development Officer.

### 6) COMMUNICATION REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

### 7) ALTERNATIVES

Council could choose not to make this staffing appointment.

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## REQUEST FOR DECISION 036-2025

Title: Old Burying Ground

Date: 2025-09-09

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning & Public Works

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## SUMMARY

### Old Burying Ground – updates and budget increase

This report provides information for Council to consider a budget increase to support improvements in the Old Burying Ground at 494 Main Street including a fence replacement and initiation of an archeological assessment to guide future work in this sensitive area.

### DRAFT MOTION:

That Council approves the capital budget increase from \$50,000 to \$75,000 to install a new fence and begin the archeological assessment that will inform future work within the Old Burying Ground.

## REQUEST FOR DECISION 036-2025

Title: Old Burying Ground

Date: 2025-09-09

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning & Public Works

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### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 65

### 3) STAFF RECOMMENDATION

Staff recommend that Council approve the budget increase from \$50,000 to \$75,000 to

- 1) replace the chain-link fence surrounding the Old Burying Ground in the fall of 2025 and,
- 2) gather the necessary archaeological information needed to continue working collaboratively with Provincial departments on this important heritage property to inform future improvements.

### 4) REFERENCES AND ATTACHMENTS

- NA

### 5) DISCUSSION

#### **Old Burying Ground**

The Town of Wolfville's Old Burying Ground is located on Main Street, between Clock Park and Acadia's Festival Theatre. The site dates to 1763 and is a designated Municipal heritage property and Provincial heritage property. A stone wall encloses the Main Street frontage and includes a wrought iron gate at its entrance across from Highland Avenue. The cemetery's mature trees and open greenspace provide a quiet and shady retreat within Wolfville's busy downtown. The site has had several investments in the past including a recent rebuild of the front stone wall, and headstone repairs in previous decades.

This cemetery has incredible potential as a destination and shady green space within the downtown, while highlighting and respecting its history. The site is currently mowed by Town Staff and is open to the public, but there are no pathways which limit accessibility due to the uneven grassy landscape. This site would benefit from landscape improvements including ground leveling, stump grinding, gardening, tree pruning and removal of invasive species.

## REQUEST FOR DECISION 036-2025

Title: Old Burying Ground

Date: 2025-09-09

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning & Public Works

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### Consultations and next steps

Staff met with local historians, Planning Advisory Committee (PAC) members and trail builders to discuss the logistics and pricing of establishing crushed gravel paths in the Old Burying Ground. Staff have also met with provincial staff from Special Places and the Heritage Property Program to discuss the development of a path network and landscaping/fencing projects.

The consultations staff held throughout 2025 have clarified an approach to this site to minimize ground disturbance. Any excavation of soil on this site has the potential to include artifacts and/or human remains which require a careful archeological process if encountered. On-site monitoring during any excavation is essential to ensure compliance with the Cemetery Act.

### Archeological Resource Impact Assessment (ARIA)

There are many projects that could benefit this heritage property, but we are currently limited to those which do not cause significant ground disturbance until we have an Archeological Resource Impact Assessment (ARIA). This site assessment will help guide future decisions regarding paths and any intrusive landscaping work that causes ground disturbance. This assessment has been discussed with professional archaeologist, Jonathan Fowler, who has done work in this cemetery and is familiar with the site's history. The ARIA would evaluate the property and any proposed paths, provide advice on potential impacts and identify locations to avoid or to use additional caution when working nearby. This assessment could begin in the fall of 2025 and prepare the Town to appropriately invest in this space in future years. This assessment is expected to cost ~\$12,000 (including tax).

### Fencing

Until an ARIA is complete, staff are not recommending any path work or major landscape changes to occur. However, it is feasible to complete the fence replacement this year, and we have received support from the province to remove the old fence and install a new fence using minimally intrusive install methods. Staff believe starting with the fence will indicate that the Town is committed to restoring and improving this important historic place.

The proposed replacement fence uses black ornamental steel with through-pickets that mimic the front entrance gate, which is an important *character defining element* within the Heritage designation. This ornamental fencing would be used to replace the deteriorating chain-link fence along the north and west boundaries of the Old Burying Ground. This fencing is expected to cost \$57,977 (including tax).

## REQUEST FOR DECISION 036-2025

Title: Old Burying Ground

Date: 2025-09-09

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning & Public Works

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### Existing fence (old chain-link):



### Proposed fence style (ornamental steel with through-pickets):





## REQUEST FOR DECISION 036-2025

Title: Old Burying Ground

Date: 2025-09-09

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning & Public Works

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### 6) FINANCIAL IMPLICATIONS

Budget considerations include the request for an additional \$25,000 in 2025 capital budget. The proposed budget increase from \$50,000 to \$75,000 will be used as follows:

- The archaeological assessment is expected to cost ~\$12,000 (including tax)
- The replacement fencing is expected to cost \$57,977 (including tax)
- Any remaining budget (~\$5,000) could be used for low impact landscaping or cover any extras encountered.

Future investments will be informed by the archaeological assessment.

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

Investment in the Old Burying Ground is consistent with the intent of the following actions within the 2021-2025 Strategic Plan:

- *Social Equity*
- *Climate Action*
- *Community Wellness*

### 8) COMMUNICATION REQUIREMENTS

If the budget increase is made, staff will communicate with the following stakeholders:

- Fencing contractor - schedule and install new fencing
- Archeologist Jonathan Fowler – assessment to begin
- Provincial staff at Special Places and Heritage Properties

### 9) ALTERNATIVES

Council could choose not to provide the requested budget increase. The fence project would not be completed, but the assessment could begin with the current budget, and some low-impact landscape work could be completed.

## REQUEST FOR DECISION 032-2025

Title: Inclusive Employment Endorsement

Date: 2025-09-09

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:

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## SUMMARY

### Endorsement of Inclusive Employment Program

The Town of Wolfville has been asked to endorse a new inclusive employment initiative that will be led by L'Arche Homefires with support from the purposeful group and the Wolfville Business Development Corporation. This program will create employment opportunities for adults with diverse abilities throughout the community.

### DRAFT MOTION:

**That Committee of the Whole endorse the Wolfville Inclusive Employment Program.**

## REQUEST FOR DECISION 032-2025

Title: Inclusive Employment Endorsement

Date: 2025-09-09

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

N/A.

### 3) STAFF RECOMMENDATION

Staff recommend that Committee of the Whole support the motion and advance the endorsement to Council for ratification.

### 4) REFERENCES AND ATTACHMENTS

- [Wolfville's Equity and Anti-Racism Plan 2025](#)
- [Wolfville's Accessibility Plan 2025](#)

### 5) DISCUSSION

L'Arche Homefires is working with the purposeful group to position Wolfville as a model Inclusive Employment Community – a place where individuals of all abilities can thrive through meaningful employment. This model is built around the creation of local “carved employment” opportunities.

Carved employment is a supported employment strategy that creates tailored jobs for individuals, often those with disabilities, by analyzing existing jobs, identifying non-specialized or transferable tasks, and combining or modifying them to fit the specific skills and needs of a job seeker and the goals of an employer. With carved employment opportunities, individuals who may currently lack choice and who may be excluded from community, have an opportunity to experience the benefits of meaningful work, social inclusion and personal growth.

The proposed program will provide employers with support to create and maintain real jobs within various work environments. Endorsement of this program will have the Town officially recognized as a supporter and authorize staff to provide feedback to program officials in an advisory capacity. The Town will also look into opportunities to participate in the program.

### 6) FINANCIAL IMPLICATIONS

The Town may consider creating a carved position to allow full participation in the program in the future. But at this stage the Town's investment is through staff time, in an advisory capacity.

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

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## REQUEST FOR DECISION 032-2025

Title: Inclusive Employment Endorsement

Date: 2025-09-09

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:

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- Economic Prosperity
- Social Equity
- Community Wellness

### 8) COMMUNICATION REQUIREMENTS

If Council provides an endorsement, the Town logo and branding will be used on program materials, and the Town will amplify messaging to support awareness of this initiative.

### 9) ALTERNATIVES

Council may suggest alternatives to endorsement of this program.