



## POLICY

---

### Committees of Council

<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 2024-02-27	<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 36-02-24

#### 1.0 Purpose

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

Section 26 of the [Municipal Government Act](#) enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

#### 2.0 Scope

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

#### 3.0 References

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

#### 4.0 Definitions

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

#### 5.0 Policy

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



## POLICY

---

### 5.1. Committees of Council

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

### 5.2. Council Membership

- 5.2.1 In November of each year, 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 higher legislation.
- 5.2.7 Committees will be Vice Chaired by a seated member of Council unless mandated by higher legislation.
- 5.2.8 Chair & Vice Chair positions will be selected annually by Council unless mandated by higher legislation.

### 5.3. Citizen Membership

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



## POLICY

---

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

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

Decisions are made by majority vote of the members present.

### **5.5. Scheduling**

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

### **5.6. Qualifications**

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

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

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



## POLICY

---

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



## POLICY

---

- minutes shall be annotated as such once approved at a subsequent meeting.
- 5.8.6** Information or actions from a Committee to be considered by Council will be presented in writing, using the “Committee Update Template” and included in the agenda package for the next regularly scheduled Committee of the Whole meeting. If the timing between meetings does not allow for a written submission to be produced prior to the agenda being circulated, a verbal report may be given at the meeting with the written report circulated and included in the next COW agenda package.
- 5.8.7** The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
- 5.8.8** The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
- 5.8.9** The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions during the Committee Report to Council.
- 5.8.10** The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
- 5.8.11** The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.
- 5.9. Task Force Committees**
- 5.9.1** Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
- 5.9.2** In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.
- 5.10. Working Groups**
- 5.10.1** Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.10.2** Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
- 5.10.3** The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.
- 5.10.4** While Council members are not involved in the creation of a Working Group, they may become a member of a Working Group if appropriate.
- 5.11. External/Partnership Committees**
- 5.11.1** Council may participate on Committees with other municipal partners via request
-



## POLICY

---

or through Intermunicipal Service Agreements.

- i. These Committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
  - ii. These Committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
  - iii. While these Committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the Committee to the appointed Council member(s).
- 5.11.2** Council will participate in Committees with other partners via request or through established contracts or policies.
- i. These Committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
  - ii. These Committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.11.3** Council will appoint Council representatives including alternates to External/Partnership Committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.3.1 and 5.3.2.
- 5.11.4** Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.
- 5.11.5** Alternates for these committees are appointed by Council.
- 5.11.6** Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

### **5.12. Council Member Attendance**

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

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

- 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



## POLICY

---

- 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

	February 27, 2024
Town Clerk	Date



## POLICY

---

### Appendix A

## Accessibility Advisory Committee Terms of Reference

### 1. Purpose

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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





## POLICY

---

Wolfville.

### 3. References

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

### 4. Definitions

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


### 5. Membership

- 5.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
  - i. The Mayor
  - ii. To two-year term – One (1) member of council
  - iii. To two-year terms – three (3) members at large
  - iv. 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.

	February 27, 2024
Town Clerk	Date



## POLICY

---

### Appendix B

## Audit Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

#### 2.1 Audit

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

#### 2.2 Finance and Risk Management

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

### 3. References

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



## POLICY

---

### 4. Membership

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

### 5. Meeting

#### 5.1 Frequency

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

	February 27, 2024
Town Clerk	Date



## POLICY

---

### Appendix C

## Planning Advisory Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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

### 3. References

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



## POLICY

---

### 4. Definitions

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

### 5. Membership

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

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

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

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

### 6. Meetings

#### 6.1 Frequency

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

	February 27, 2024
Town Clerk	Date



## POLICY

---

### Appendix D

## Source Water Protection Advisory Committee Terms of Reference

### 1. Purpose

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

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

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

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

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

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

### 2. Mandate & Responsibilities

The Committee has the following responsibilities:

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



## POLICY

---

### 3. References

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

### 4. Membership

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

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

### 5. Meeting

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

	February 27, 2024
Town Clerk	Date