

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Agenda - AMENDED**  
**February 6, 2025, 6:00 p.m.**

**Council Chambers, 76 Morison Drive, Windsor, NS**

*Agenda is subject to changes up to and including during the meeting*

*This meeting is open to the public. It will not be livestreamed on YouTube*



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1. Call to Order / Introductions
  2. Approval of the Agenda, including additions or deletions
  3. Announcements
  4. Approval of Previous Meeting Minutes – April 25, 2024  
(Notes from unofficial/no quorum meetings on June 20, 2024 and October 30, 2024 have been included for review, no approval required.)
  5. New Business
    - a) Committee Terms of Reference / Election of Chair and Vice-Chair (Appendix D, page 32 of the Meeting and Committee Procedural Policy, attached)
    - b) **Draft Accessibility Plan Review**
  6. Next Meeting Date / Meeting Adjournment

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Agenda**  
**April 25, 2024, 6:00 p.m.**

**Hantsport Memorial Community Centre, 6 Main St., Hantsport, NS**

*Agenda is subject to changes up to and including during the meeting*

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1. Pre-Meeting Grounds/Facilities Tour, Hantsport Memorial Community Centre
  2. Call to Order / Introductions
  3. Approval of the Agenda, including additions or deletions
  4. Announcements
  5. Approval of Previous Meeting Minutes – January 25, 2024
  6. Unfinished Business
    - a) Front Counter Accessibility Review
    - b) Criteria for Committee Walk-Through Assessments
  7. New Business
    - a) National AccessAbility Week, May 26 – June 1, 2024
    - b) Diverse and Inclusive Communities Committee Update
  8. Next Meeting Date / Meeting Adjournment

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Minutes**  
**April 25, 2024, 6:00 p.m.**

**Hantsport Memorial Community Centre, 6 Main St., Hantsport, NS**

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**Present:**

Michel Bourgeois, Resident Member	Roseanna Boyd, Resident Member
Denise Long, Resident Member	Kevin Waters, Active Living Coordinator
Sarah Taylor, HR Specialist	Jordan Stephens, Resident Member
Councillor Bob Morton	Troy Burgess, Public Works Operations Manager
Tina McKay, Building & Fire Official	Mark Phillips, CAO
Carmen Dewar-Miller, Admin Assistant	Melissa MacAskill, Resident Member
Jennifer Davison, Resident Member	Ben Johnson, HMCC Recreation Director

1. Pre-Meeting Grounds/Facilities Tour, Hantsport Memorial Community Centre  
Committee members met at 6:00 p.m. in the upper parking lot of the HMCC. HMCC Recreation Director, Ben Johnson, led committee members on a tour of the grounds and facilities. Following were some takeaways through the lens of accessibility:

**Positives**

- Beautiful property, lots of room, open, green spaces
- Pavement in lower parking lot and driveway closest to dog park is in good condition
- The building at the tennis/pickleball courts is being renovated and upgraded according to the latest standards (ramps, lighting, door fixtures, etc.), accessible washroom facilities, accessible entry to courts and building itself.
- Outdoor basketball courts can be accessed
- Dog park, except for a few housekeeping items is accessible (see room for improvement)
- Entry to the playground space is accessible. The playground area is spacious.
- Pool house change rooms were bright, colourful spaces
- There is an accessible side entrance (wooden ramp) into Churchill House. Ramp is sturdy but showing its age.
- The main floor washroom at Churchill House could be considered accessible as it was roomy enough to accommodate a wheelchair, with a few modifications (see room for improvement). Toilet was a good height, there was a grab bar installed, and soap and paper towel dispensers were at the right height.
- A desire within the HMCC organization to strive for improvements in the area of accessibility

## Room for Improvement

- The main gated driveway in from Main St. that loops around Churchill House and includes the upper parking lot is not in great shape for navigating a wheelchair. The entire area is in need of repaving. Potholes and tree root damage causing cracked, bumpy surfaces and asphalt transitioning to gravel. Branches and other fall/winter debris from the large chestnut trees covered the pathway to the pool. This impedes accessibility for chairs or others dealing with mobility issues.
- The ramped entrance to the pool house is too short, too steep and too narrow. There is a gap between the edge of the concrete ramp and the fencing that creates a hazard.
- Entering the changing rooms/washrooms is doable but tricky to maneuver with the partial privacy walls in place. Could possibly scale these partitions back.
- Changing stalls are narrow – the two furthest from the entrance should be combined to make one large, accessible stall. Install low hooks, accessible door latches.
- Washrooms in need of roll-in, accessible sinks, higher toilets, grab bars at the toilet, accessible door latches, accessible showers, taps, paper towel and soap dispensers positioned to be reached from a wheelchair. Space for a wheelchair to fit and maneuver.
- Possibly take out a portion of the benching around the main change area so that a wheelchair could back in, out of the way of traffic, not be stuck in the middle of the area, more inclusive
- No easy way to access the pool area from the pool house. There is a gate within the fencing that could be opened to access, but that is not inclusive
- The pool itself has no accessible entrance into the water – there is no ramp or lift option
- Doorways/thresholds not easily navigable
- More signage required, incorporate tactile signage
- The playground splash pad is not wheelchair accessible. There is no access point, and the pad is raised above the ground a couple of inches
- No accessible play structure options in the playground, such as accessible swings
- Pea gravel around the play structures is not accessible
- Washrooms need upgrades, much the same as the pool house. Only one functioning right now.
- No accessible picnic tables on the HMCC grounds
- Some bigger rocks in the entryway to the dog park made it difficult to maneuver the chair between the gates. Some holes and uneven terrain. Ensure latches on the gates into the park are accessible
- The red barn used for day camps does not have an accessible entrance. Needs many upgrades in general. Upgraded lighting and exit signage. No washroom facilities.

- Churchill House is 164 years old. Was not built with accessibility in mind. The fire alarm pull is placed too high in the main gathering space and there was a long coat rack in the hall from the main foyer to the kitchen impeding access for a wheelchair. There is no accessible means to go upstairs. Counters in the kitchen would be too high and not much room to maneuver. Thresholds are high.
  - The grounds would benefit from designated accessible interconnecting walkways, would help with access to the three ball fields in particular. Walkways would also keep pedestrian traffic out of the driveway/parking lots.
2. Call to Order – Councillor B. Morton called the post-tour portion of the meeting to order at 6:53 p.m.
  3. Approval of the Agenda, including additions or deletions  
**Moved by Resident Members Long and Boyd that the agenda be approved.**  
**Motion Carried.**
  4. Announcements – no announcements
  5. Approval of Previous Meeting Minutes – January 25, 2024  
**Moved by Resident Members Davison and Bourgeois that the minutes be approved.**  
**Motion Carried.**
  6. Unfinished Business
    - a) Front Counter Accessibility Review  
 Staff Member Waters noted that Resident Member Bourgeois gave a successful presentation to Council at the March Committee of the Whole (COTW) meeting. It went over very well and Council were receptive.

Although we now have this comprehensive review, the original intention of the email from Staff Member LaPierre was to address the situation for someone who could not sit at the newly renovated (lowered) counter. There is nothing in the standards that notes what to do in this instance. It becomes more challenging as there are two works stations. Some places have continuous counter that tapers from high to low. The bank is a good example. Can move between low and high – Resident Member Bourgeois can email examples. Staff may have to shift workspaces to accommodate customers who prefer to stand.

With the front counter review done from the proposed draft standards (not regulations), should we be improving to standards we have now, or should we be waiting for the new, updated

standards? The general consensus was to wait. The new standards are expected very soon. Some easy fixes could be addressed (door handles, height of sanitizer, moving garbage cans). There is also the question of whether staff will be staying in this building. Staff Member Waters and Resident Member Bourgeois could meet to discuss carryover and action items and also meet with front counter staff to provide an update.

b) **Criteria for Committee Walk-Through Assessments**

The committee discussed how far they should be taking these facility walk-throughs. Criteria suggestions included the following:

- Establish boundaries
- It is important to ensure that the committee is invited
- No associated responsibility for either side, simply information to be shared and taken in.
- These assessments/audits could be packaged with a name (i.e. Accessibility Assessment)
- Every type of disability should be taken into consideration, not just physical
- There should be an accompanying checklist that would include
  - additional resources (local, provincial, federal contacts, organizations, websites)
  - links to current standards and regulations
  - training opportunities
  - funding sources

These walk-throughs will help build awareness in the community.

With regard to this evening's meeting, it is an opportunity for Rec Director Johnson to hear and welcome feedback from the committee. It's been a topic of discussion for the HMCC board. They don't know where to start. For him it's an educational piece that he can take back to the board. Use this committee as a reference point for proposed changes. Another consideration for HMCC (and other local groups, businesses) is locating funding sources – what is available out there?

7. **New Business**

a) **National AccessAbility Week, May 26 – June 1, 2024**

Staff Member Waters advised that there will potentially be an AMANS (Association of Municipal Administrators Nova Scotia)-sponsored event for this week – a Silent Disco. They would like to see municipal units jump on board. There was unanimous support from the committee to participate. Discussion ensued as to what kind of a space would be required. This will be further explored by Staff Member Waters – he will see where AMANS is in the process. The general ask was to gauge interest. The Diversity and Inclusive Communities committee is also on board. More to come regarding this event.

b) Diverse and Inclusive Communities Committee Update

This committee is working towards a full plan, short and long-term. Staff Members Waters and Taylor cross-attend Accessibility and D&I committee meetings to ensure there is connection, consistency and communication between the two groups. A back and forth effort.

This committee is still very much in the early strategizing planning phase. Looking at some key wins in the coming months. A committee has been created for special events. If anything comes from that Staff Member Taylor would like to bring back to the Accessibility Advisory Committee for input. Avon River Days is one example. There are guidelines available for planning accessible events.

We now have an AccessAbility flag. Staff Member Waters is going to check with Clerk Snair regarding the flag policy. The flagpole below Tim Hortons in downtown Windsor is generally used to acknowledge special weeks, we will see if AccessAbility Week can be celebrated with a flag.

There was a suggestion to create a video during AccessAbility Week to promote accessibility in our region, possibly focused on the accessible equipment we offer. Promote awareness of our accessible resources for residents, families and visitors.

Staff Member Waters announced that there is a plan to bring Limitless Nova Scotia back at a bigger function. There is a goal to run free Limitless programs this year – swims and open gym. Limitless will hold the registrations for these programs.

Staff Member Waters thanked Rec Director Johnson and the HMCC for inviting the committee for the tour and hosting our meeting at Churchill House.

8. Next Meeting Date / Meeting Adjournment – possibly late May (before AccessAbility Week)

**Moved by Resident Members Bourgeois and Davison that the meeting be adjourned.**

**Motion Carried.**

*The meeting was adjourned at 7:32 p.m.*

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Committe Chair

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Agenda - AMENDED**  
**June 20, 2024, 6:00 p.m.**  
**Council Chambers, 76 Morison Drive**

*Agenda is subject to changes up to and including during the meeting*

*This meeting is open to the public. It will not be livestreamed on Facebook*



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1. Call to Order
  2. Announcements
  - ~~3. Approval of the Agenda, including additions or deletions – AMENDED, QUORUM NOT MET~~
  - ~~4. Approval of Previous Meeting Minutes – April 25, 2024 – AMENDED, QUORUM NOT MET~~
  5. Presentation
    - a) Cycling Nova Scotia Hub Project Accessibility Review
  6. Unfinished Business / Updates
    - b) Front Counter Accessibility Items for Review, Morison Drive
    - c) Silent Disco (and NAAW)
    - d) Accessibility Plan Update
  7. New Business
    - a) Bench Request Outside Morison
  8. Next Meeting Date / Meeting Adjournment

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Minutes (Unofficial, Quorum Not Met)**

**June 20, 2024, 6:00 p.m.**

**Council Chambers, 76 Morison Drive**

*Agenda is subject to changes up to and including during the meeting*



**Present:**

Jennifer Davison, Resident Member	Kevin Waters, Active Living Coordinator
Sarah Taylor, HR Specialist	Deanna Snair, Executive Assistant
Michel Bourgeois, Resident Member	Troy Burgess, Public Works Operations Manager
Tina McKay, Building & Fire Official	Melissa MacAskill, Resident Member
Carmen Dewar-Miller, Admin Assistant	Ethan Malech, Cycling Nova Scotia

*Councillor B. Morton, Resident Members Long, Boyd and Stephens and CAO Phillips sent their regrets. Quorum was not met for this meeting so no motions or voting took place. It was agreed that the meeting should still proceed as it would be challenging to reschedule Mr. Malech's presentation.*

1. Call to Order – Vice Chair Davison called the meeting to order at 6:00 p.m.
2. Announcements – There were no announcements
- ~~3. Approval of the Agenda, including additions or deletions – AMENDED, QUORUM NOT MET~~
- ~~4. Approval of Previous Meeting Minutes – April 25, 2024 – AMENDED, QUORUM NOT MET~~
5. Presentation
  - a) Cycling Nova Scotia (CNS) Hub Project Accessibility Review  
Ethan Malech, CNS, was in attendance to present to the committee.  
His goal was to provide an introduction to the project, including current status and proposed designs. The designs were created in-house by CNS's planning staff. They still require some engineering input before final designs are submitted to Council. Tonight's engagement includes receiving feedback from the committee on the designs. They want to make sure stakeholders are heard in advance of confirming costs of designs with engineers and getting their stamp of approval.

Mr. Malech is the second planner to work on this project. He came on board when the shift was made from HUB to Core AT. The goal is to help municipal units obtain funding via provincial and federal streams. There is a desire for 55% of communities to have a core AT network. They are a non-profit organization who does community design work and helps

communities start this process from scratch. They want to make space for everyone to share their thoughts and avoid fallacies.

Mr. Malech provided an overview of the greater Blue Route project (provincial). They want communities to be connected across the province and within communities to the cores of each community.

There are three phases of this core AT network project. They start with a concept plan, apply best practice design standards, then design and cost out (to leverage funding).

They are in the pre-engineering approval design phase of the project in Windsor, applying best practices and receiving feedback. Then they will go back to engineering partners to determine if studies are required. Traffic studies involving road widening, extended right of ways, intersection modification, etc. may come into play.

The main components of Active Transportation are walking rolling and cycling (getting people from point A to point B using human power). This is combined with implementing the infrastructure required to safely and successfully provide support. AT can apply to all communities and there are always hurdles to be overcome.

There is a goal of creating a network shaped by community and refined through ongoing feedback. Projects are conceptual, subject to change, not shovel-ready. They would be implemented in phased approaches after they receive Council approval and funding. This allows for review and updates.

The West Hants AT plan is based off of the Active Avon plan. Four reports (Active Avon, survey engagement, the network report and engagement report) were used to identify the Windsor Network Plan - priority routes for developing designs. Route 3 and a bit of Route 1 were flagged as priority within this plan.

The province is eager to see the progress being made with the Windsor plan, including designs and assigned funding for design of the entire network, not just priority routes. This allowed CNS to develop the preliminary designs for all three routes within the Windsor network.

The design work that has taken place is still very flexible, which allows for engagement time and revisions based on feedback received through engagement. This way, Council understands what the community is looking for and that designs are representative. They will then take preliminary designs through to engineering approval and costing stage. To identify any intersection modifications that may be required. Once completed, the package can be presented to the municipal unit (Council) and if approved, can be used to leverage federal or provincial funding as the streams open up in the coming years. Past funding has seen up to 74% cost sharing by the federal government. This creates a tangible cost-sharing model to motivate municipal units to adopt these plans and possibly start work on the priority routes within the next five years.

The next steps would be to enter into an engineering partnership through an RFP process. Once that stamp of approval has been achieved planners will continue the mapping and engagement processes.

Some of the key intersections have been flagged as possibly needing some feedback from a local level. This would be best practice combined with nuance of what the community is looking for. Today is a great opportunity to flag anything that may have been overlooked or missed from this stage. Mr. Malech would like to open the floor to flag any sections that may need comment. Committee members and the public can provide feedback after this session for about a week by leaving their comments through the online format or creating digital notes.

As additional background, Mr. Malech advised that three municipal staff and two planners from CNS have been providing assistance with this project.

With supporting maps provided, Mr. Malech gave an overview of the three routes identified in the project.

**Route #1** – including Gerrish and Stannus Streets, is mainly flagged as a pedestrian corridor.

- Painted curb extensions with flex bollards allow for a reduction in crossing distance at many of the intersections. Make crossing distances as narrow as possible.

- Looking at designating Gerrish a local streetway which would include shared space for cyclists, pedestrians and vehicles and reduce traffic volumes
- Flagged where they will apply as many sidewalks and curb extensions as practical.
- Cost prohibitions will prevent some of these measures.
- In this design these curbs are painted as a form of tactical urbanism which reduces the initial cost and allows the community to pilot some of these designs to determine proceeding with costlier implementations.
- Allows for street beautification (planters, bike racks, street furniture). The street is reclaimed for AT users.
- Helps with the “daylighting of crossings”. The motor vehicle act prevents drivers from parking within five metres of a crosswalk but without some design interventions, the policing of that can be minimal. Prevents vehicles from encroaching on pedestrian space.
- A section was flagged towards King Street to address thoroughfare traffic. One technique would be to add a painted traffic/pedestrian island to reduce crossing distances. More space is returned to AT users.
- Back on Stannus Street they are considering accessibility standards, sidewalks on both sides of the street and improving connectivity. This can be cost prohibitive.
- By designing this now and preparing it for Council motions, it can preserve the community’s dedication to a complete network.

Concern was expressed regarding narrowing at intersections possibly creating an issue for emergency vehicles/fire trucks. Per Mr. Malech, the beauty of flex bollards is that they are flexible and can be pushed over to accommodate emergency vehicles. They act as more of a deterrent for private vehicles. Turn radiuses on these intersections are created within a standard.

**Route #2** – located in the core of the community, centers around pedestrian traffic, walkers and those using mobility aids.

- Focused on more sidewalks for streets in this area, with an option to designate this a local street and alert drivers that cyclists might be using this street.

- Because there are some more route options on route three, this route hasn't been prioritized for cyclists.
- Flagged to improve some of the sidewalks closer to the intersection of Water Street and looking at a more permanent curb cut. Adapted to painted version, but with intention of having the radius widened.
- Route 2 is fairly similar to Route 1, filling in sidewalks. Some more intricate designs offer painted curbs and a few more locations for marked pedestrian crossing.
- Largest implementation would be a multi-use path onto Wentworth Road, north side (with asphalt). Wentworth Road is dominated by vehicular space; designs have entailed wanting a multi-use path on the North side.
- Existing sidewalks are prohibitive to this design, would require possibly widening the sidewalk with more concrete and then lining it. In the realm of AT this is not a preferred surface treatment, so there would also be a design for a multi-use asphalt path, continued down the entirety of Wentworth to the highway overpass.
- Flagged for community approval of "crossrides". These aren't approved engineering standards but the province has voiced support for installation in HRM. Crossrides give the right of way to those walking and rolling ahead of cars. Currently requires liability of Council, however CNS is making the assumption that with the Motor Vehicle Act being updated in the next year, these will see a legal parameter added (preemptive design).
- They also took in consideration the possibility of a roundabout being installed at Wentworth and Payzant. How could the multi-use path be keyed in and possibly extended down Payzant towards the hospital.
- Path continues down towards Cole Drive area and includes left-turn bike boxes for those trying to merge back into traffic. Allows a safe space for AT travelers. Ends where the overpass starts with recommendations to continue multi-use path up into the industrial park.

**Route #3** – Road comes from the south of the community.

- Road widening to allow for bike lanes on King Street requiring more protected infrastructure / buffers (flex bollards, bike boxes).
- Install new AT lights including AT/cycling lights. Allow for clean transition.

- Improved line delineation, tactical urbanism, painted curb cuts with flex bollards to reduce speeds.
- Requires some removal of street parking to preserve existing asphalt curb to curb. Create buffer between bike lane and cars.
- Continues down King with parking removed on Southern side up to Upper Water St. to adopt protected bike lanes.
- Designs take into account some of the planned work completed by Active Avon.

Mr. Malech opened the floor to questions and feedback.

It was asked if there would be an opportunity on Route #2 to make a connection to the sports complex as part of the active transportation network as there is currently no pedestrian connection.

Mr. Malech responded that this can be noted from this engagement to explore. Staff Member Burgess advised that this sidewalk project was included in this year's budget and the municipality is in the process of getting quotes.

Feedback was offered regarding the fact that many people will express displeasure over losing parking spaces in the downtown core. There is not much accessible parking currently and it does not seem to be a consideration for these routes.

Mr. Malech responded that they are trying to preserve as many accessible parking spaces as possible – they are not typically removed. These designs are in line / on record with the Avon Plan. We can use that in the conversation with Council.

It was stated that lost parking equals lost business on Gerrish Street and that Stannus may be a better option.

Mr. Malech advised that Gerrish Street won't lose any parking. The only perceived loss of parking would be from the extended curb design / passive design policing measures.

There was a question regarding adjusting the plan to ensure that accessible parking is being considered.

Per Mr. Malech, the plan can be adjusted, but modifications made after applying for federal funding would be at the cost of the municipality. They can audit King Street to ensure accessible parking is in place.

Mr. Malech was asked if there is a measurable culture shift in communities after implementing these changes.

He replied that there is a large jump in increased AT users when there is protected infrastructure in place, “if you build it, they will come” is quite true. But ensure you build the proper infrastructure and come from the highest standard at the start. These changes need to be safe and they need the support of the Accessibility Committee. It would be great to have documented support from the committee to share with Council.

Staff Member Waters added that ensuring proposed changes to the built environment meet standard is written directly into the plan. And reminded members that there is still a week to provide input.

Other comments included:

- It is great to see more active transportation in our smaller communities. An important project that may see some pushback and resistance to change.
- There was public outcry in downtown Halifax when these measures were first implemented. Once over that hump, it all worked very well. Stay the course.
- Fiscal aid and support are key.

Mr. Malech was thanked for his presentation and invited to stay for the rest of the meeting, which he did.

## 6. Unfinished Business / Updates

### b) Front Counter Accessibility Items for Review, Morison Drive

Resident Member Bourgeois provided a report on the front counter including a universal design example highlighting both higher and lower counter sections. Due to lack of quorum, we can't decide anything tonight. We also do not know the fate of 76 Morison, long term.

Staff Member Snair advised that Council has directed staff to assess both 76 Morison and 100 King through the accessibility lens and consider having the same assessment that was

done at 76 Morison done at 100 King. This would be for the entire space and right now, viewed as a high-level assessment, including asbestos abatement and minor repairs to potentially have 100 King accommodate all staff.

c) Silent Disco / NAAW (National Access Awareness Week)

West Hants was one of two NS municipalities chosen to celebrate with a live DJ at the Windsor Community Centre. We were provided with a large movie screen, ASL and close captioning. AMANS (Association of Municipal Administrators, NS) paid for headsets and three channels were available, as well as a virtual option for folks participating at home. Attendance for this inaugural silent disco was low. It takes time to establish something new but community interest in this event will hopefully grow over time. It was mentioned that Acadia holds regular silent discos.

During NAAW, the municipality's accessible equipment was promoted. Photos were posted to our Facebook page, very well received. Next year Staff Member Waters hopes to have a flag raising for the start of NAAW, with a request going to Council to make an official proclamation. Staff Members Waters and Taylor are working together on organizing flag raising events for the Accessibility and Diverse and Inclusive Communities (DICC) committees next year.

A discussion surrounding communications was sparked, with one suggestion being to push communications out when sidewalk construction to the sports complex gets started. It was then noted that the shoulders from King Street to Kendall Drive are going to be paved (pending provincial approval). These are accessibility wins that should be promoted. Going forward, committee members will be encouraged to share accessibility wins during the announcements portion of our meetings. These wins can also be emailed to Kevin to share via social media posts.

d) Accessibility Plan Update

Staff Member Waters advised that they are starting to get a good idea of what this update will look like. The committee has done regular monitoring of the report card piece included with the original plan, running through the top priority items to see where we stand. In order to stay current with the timeline and update deadline of April 1, 2025, another year of reporting on these priorities will be reviewed by municipal staff. They will check off completed items and highlight outstanding items to be completed by 2030. The municipal group will report back to the committee at our next meeting. The committee

will discuss items to be rolled over, conduct a gap analysis and add any new items that will contribute to meeting the goal of being accessible by 2030.

In the big plan update, there will be both municipal and community consultation. The plan will also come in line with the Anti-Racism and Hate Plan. Both plans will look to be completed and up to date on the website by April 1, 2025.

Staff Member Waters looked to committee members who went through the process of creating the initial plan to provide feedback. Thoughts were that the plan was progressing well. We do struggle to get in-person consultation with public. Does that require a re-think of how we did it then versus how we proceed? The suggestion was made to incorporate public consultation into a committee meeting.

Staff Member Taylor mentioned that the DICC is required to go through the same process and that in some municipalities the DICC and Accessibility committees are merging their plans together. This allows for community engagement through equity and accessibility lenses at the same time. This may be something for us to consider moving forward as both groups evolve in a likeminded direction.

It was suggested to approach stakeholders first for help with the engagement strategy. Could be via pop-up events or town hall type gatherings, but with direction from those who represent stakeholders as this has been an effective means by which to increase turnout.

Support was expressed for combining minds from both committees. Great time to form a connection between committees, especially with so much overlap.

## 7. New Business

### a) Bench Request Outside Morison

There was a request brought forward from a community member to consider placing a bench outside the front entrance at 76 Morison Drive. Customers who visit this municipal office via taxi may have to wait upwards of 20 minutes to be picked up. They need a safe and accessible space to sit while waiting. There is also a beautification element to consider, potential to implement new bench design and bike rack. How can we best move this forward when it is still unknown if staff will be staying at 76 Morison or moving to 100 King. Putting something permanent in place at this point may not be a viable option.

8. Next Meeting Date / Meeting Adjournment – Tentative for September 12, 2024

*The meeting was adjourned at 7:05 p.m.*

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Agenda - AMENDED**  
**October 30, 2024, 6:00 p.m.**  
**Council Chambers, 76 Morison Drive**

*Agenda is subject to changes up to and including during the meeting*

*This meeting is open to the public. It will not be livestreamed on Facebook*



- 
- ~~1. Call to Order~~
  - ~~2. Announcements / Wins~~
  - ~~3. Approval of the Agenda, including additions or deletions~~
  - ~~4. Approval of Previous Meeting Minutes – April 25, 2024 (No official minutes from the meeting on June 20, 2024, as we did not have quorum, unofficial minutes included for your reference)~~
  - ~~5. Membership Terms~~
  6. Call for Active Transportation Committee Membership
  7. Unfinished Business / Updates
    - a) Update on Cycling Nova Scotia Project
  8. New Business
    - a) Accessibility Plan and Anti-Racism and Hate Plan (2025 – 2027)
    - b) Diversity and Inclusive Communities Committee Update
    - c) Yearly Review of the Accessibility Plan (2022 – 2024)
  9. Next Meeting Date / Meeting Adjournment

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Minutes (Unofficial)**  
**October 30, 2024, 6:00 p.m.**  
**Council Chambers, 76 Morison Drive**

*Agenda is subject to changes up to and including during the meeting*

*This meeting is open to the public. It will not be livestreamed on Facebook*



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**In attendance:** Kevin Waters, Jennifer Davison, Michel Bourgeois, Roseanna Boyd, Jordan Stephens, Melissa MacAskill, Troy Burgess, Tina McKay, Mark Phillips, Carmen Dewar-Miller

Due to this meeting being held after the municipal election, but before Council committee appointments and new member approvals, it is being held as an informal, information-sharing session. No voting will take place and no decisions made. Staff Member and Active Living Coordinator Kevin Waters encouraged committee members to reapply for appointment and/or share the word if they know folks who would like to apply. Kevin offered thanks to those committee members who would not be reoffering.

### **Call for Active Transportation (AT) Committee Membership**

Kevin advised that this committee is looking for a new member and would love to add someone with an accessibility lens – absolutely paramount at this time. So much happening with the new rail trail, other trails, parks, AT plan and trail strategy update. Please email Kevin at [kwaters@westhants.ca](mailto:kwaters@westhants.ca) if you or anyone you know is interested.

### **Update on Cycling Nova Scotia Project**

The scope of this project has become more defined. They are now looking at one specific route only - Route 3 (Water, King, Obrien Streets out to the highway). The work is focused on more public engagement surrounding design components and a design plan. Accessibility will be key.

### **Wheelchair Basketball**

Parasport Nova Scotia has organized a new wheelchair basketball program at Avon View High School, starting in November. West Hants resident, Zach Dixon of Parasport Nova Scotia, has volunteered to run this program with support from BNS/Shooting Stars. Kevin encouraged committee members to help spread the word.

### **New Business**

*Accessibility Plan and Anti-Racism and Hate Plan (2025 – 2027)*

The accessibility plan is coming to the end of its three-year life cycle. A final report will contain a review and summary of this plan.

An added piece to the new version of the plan will be the Anti-Racism and Hate Plan, which Kevin and Sarah Taylor are working to get off the ground.

This will be a conjoined effort with an engagement piece to be kicked off in November – December. The engagement portion will run through a couple of cycles:

- The first step involves learning from high stake holders how they want to be engaged in the process. This will be scheduled to start around November 4, potentially involving one-on-one chats.
- In late November they will meet to review with community partners, community stakeholders and Council
- In December the plan is to heavily engage the community using many different formats (surveys, one-on-one chats, stakeholder meetings, etc.), and reaching out to as many groups as possible.

Kevin would love to get committee feedback. They are in the process of identifying stakeholders to include within this pre-engagement plan. Another piece to this initiative will be creating a greater working group. Resident Members Stephens, Boyd and Bourgeois have been recruited to participate.

Sarah added that there would be representation from our Indigenous and African Nova Scotian partners, newcomers, seniors, 2SLGBTQIA+, people with intellectual disabilities and community groups such as New Boundaries, Limitless and Parasport Nova Scotia. They will gather a diverse perspective with the ability to tap into networks and facilitate discussions. There was a suggestion to reach out to Tracy's Place as well.

Regarding representation from local schools, they held a group meeting where they brought in educators from across West Hants. This meeting revealed a real need. Some have since taken a seat on the Diversity, Equity and Inclusive Communities Committee (DEI). All West Hants schools are listed as stakeholders.

Kevin then opened discussion to the floor, asking for the committee's input. The following potential stakeholders were suggested:

- The Hants Shore Health Association / Clinic
- NS Federation of Acadians
- West Hants and Hantsport Historical Societies
- Posse
- The Portal
- Schools Plus
- Hants County Pride
- Hantsport United Church
- People experiencing homelessness
- Shelters
- Salvation Army
- Immigrants and Refugees
- Family Resource Centre
- WH Branding Committee
- Welcome Network
- Caremongers
- West Hants Branding Committee
- WH Senior Games / Gliders
- Faith Based
- Hants Learning Network
- AT Committee
- A youth representative (Teens for Change). Benefit for consultant to go into the schools.

This will be a staple piece for the new committee coming in. Please keep asking questions, keep communicating.

#### *Diverse, Equitable and Inclusive Communities Committee Update*

Sarah provided an update, noting some of the committee's official and unofficial priority items. It's been a while since the priority list was discussed. Representatives from local schools have come to the table. Different initiatives in the works (banners, libraries), but she is not sure where they are in the process.

Kevin has been working on programming for youth, 12-18. Free access to our facilities, including public skates, turf times and swims, is key. An open gym time has been added on Thursdays. Uptake has been pretty solid. They have a game cart at the community centre purposely created for free play programs.

When there is an open block in the schedule at the community centre, there will be free gym time. A calendar has been posted in the entry as well as an online calendar, both of which list open blocks of time. If you see an open block, you can call to see if it's available for open gym.

Kevin informally broached the idea moving forward with a conjoined committee (combining DEI and Accessibility) and opened the floor to discussion.

Group consensus was that it makes sense to combine the two groups as so many of the topics overlap. Concern was expressed regarding functionality. How would one big committee work? We would want a voice for each of the priority areas discussed. Not just one accessibility seat but voices from many within that community. Currently there are ten or 12 on each committee. Designated members could come together to workshop how best to fill the seats, considering representation.

CAO Mark Phillips would endorse combining the two with a reminder that this would require a change in Council policy. It is good to see that there is a bit of movement towards this initiative.

#### *Yearly Review of the Accessibility Plan (2022 – 2024)*

Our last plan review occurred in June, 2023. This review will highlight the progress made and also provide that first lens on what the updated plan might look like. Kevin ran through the report card included as part of the plan. Points coming out of this section included:

- Refocused and continued promotion of accessible representation on all municipal committees
- A suggestion to add an accessibility icon to the home page of the municipal website, linking visitors to all things related to accessibility, including the plan, meeting minutes and packages, resources and list of available equipment. Reducing the number of “clicks” for everything to a maximum of three.
- It remains crucial for front-line staff to be trained as we continue finding ways to improve those first interactions.
- One area of opportunity would be the application process for becoming a committee member. The application form is not accessible and adaptations are needed. Include a contact who can be called for a less formal conversation. Possibly include the specific committee chair as a contact. Promote using videos. Even on this committee, we make assumptions that everyone can read, everyone can see, etc. Start by adding a piece to application form; if you'd like to talk to us, reach out to the Municipal Clerk. It is okay to recruit committee members, reach out to someone we feel might be great.

- The template for recommendation reports sent to Council is consistent. Maybe we could add a section to the template that addresses accessibility considerations. This may create a higher level of awareness in a formal environment, at the table of the decision-makers. There will be debate as to applicability and interpretation. Debate is okay. Opportunity and responsibility are the desired outcomes. Mark will make a commitment to revise this template.
- The communications strategy will be a rollover. There are still improvements to be made on the website, training for staff on plain language, fonts, icons, alignments, use of description boxes, transcriptions on videos. The switch to YouTube does provide more transcription options. The decision to eliminate commenting was noted as a positive step forward.
- National Accessibility Week will continue to be promoted and coordinated with DEI events such as Pride

### *Built Environment*

The Committee's facility walk-throughs have been well-received. Our voices are being heard. We need to continue with these, a great learning experience for all. Feedback is being actioned.

As changes are occurring within the built environment, Kevin would like to see a more formal and consistent process where the committee is given an opportunity to review them in advance. One point made was that if the process becomes too formal, project timelines can be held up. Possibly an email update could be sent out to the committee, including project design, with a deadline for feedback. We could be added to the project to-do list. There is an accessibility and AT lens put on all projects currently. Information would be sent out based on construction season.

There might be a standard which does not need review. Just information to share and communication surrounding policy, standards and consistency. Maybe our committee influences the standard. This could play into the updated Council recommendation report to include accessibility.

Guide Council consistently through recommendation reports, and budget consideration for accessibility items will be a natural outcome.

Integrate an accessibility component into the municipal procurement policy/process as well.

A suggestion was made that the Windsor Township Business Association's full-time employee could be utilized to assist in promotion and support for local businesses to make accessibility improvements.

There is the possibility of an opportunity for the municipality to establish a related grant program for local businesses thanks to recent amendments to the MGA.

Updates to smoke alarms would be subject to fire code and buildings are inspected every three years.

It was noted that the Active Transportation plan will take growth centre sidewalk assessments into consideration.

### *Employment*

Training for Council is taking place. The employee survey piece has not occurred yet and will fall under the DEI umbrella. The suggestion was made to post accessibility meeting minutes. A check-in could be added to the labour management meetings.

Staff are accommodated as needs are identified. Walk-throughs have identified some areas for improvement. There are a few spaces that we did not make it to, but committee audits were done at 76 Morison, 100 King, the Community Centre and the Sports Complex.

### *Programs and Services*

Kevin has delivered his vetted inclusion training to Community Development staff (recreation, aquatic, parks and grounds), over the last two years.

The questions was raised as to extending training to all staff as part of onboarding training when a new hire comes on board. Regarding seasonal staff, there has been talk of contracting additional hourly staff with prior training (therapeutic rec), offering a respite team that will support more accessible programming.

One of the outcomes expected from the consultant will be a concrete vision, mission value statement about equity, diversity and accessibility. West Hants does not have a fully developed mission statement.

Kevin's training could be made available for delivery to Financial Services/Customer Service and Planning and Development staff.

Training staff on the safe and proper use of adaptive recreation equipment will be rolled over.

Staff are made aware and reminded annually to maintain barrier free access when clearing snow, including plow operators. Policy is reviewed as well.

There are partnerships being formed with organizations having expertise in adaptive sport and recreation (Parasport NS, Limitless). There is a need to promote opportunities outside of our region if the opportunity is not provided within it. Some standards should be applied, but this can be presented to the Communications Team for consideration.

Kevin did add the accessible trail marketing strategy as a potential priority in the new plan. New adaptive equipment has been added.

### *Information and Communication*

The top priorities in this category require input from community members who are receiving the information. Feedback must come from the other side of the lens.

Training still required for staff as related to plain language and accessible document formatting. This priority will be carried forward, working in conjunction with the Hants Learning Network.

Building Inspection staff have created a plain language reference guide as related to accessible housing and secondary suites to send out with building permits. The guide provides easier interpretation of associated building code and regulations.

There is more to be done with offering word documents on our website as opposed to PDF. Readers will not work with PDFs.

Wayfinding signage is being updated at the Community Centre. Going forward and looking at accessibility upgrades, we should be able to pick one item and deliver on it. Then it becomes manageable and measurable. Signage needs to be uniform throughout municipal facilities and sites.

Inclusive programming is becoming more full-fledged and promotion of it will follow.

Examples of other priorities within this category that are ongoing:

- Braille staff business cards (pilot project)
- ASL being made available if requested

### *Transportation*

AT Plan update is in the works.

Joint Regional Transportation Agency is overseeing the implementation of transit services outside of Halifax.

Dial-A-Ride is now a funding item within the municipal budget. They are fully at capacity with their service. Dial-A-Ride and the Windsor Senior Citizen Bus Society should be added to the list of stakeholders as discussed earlier in the meeting.

Follow-up would be required with Kevin Bennett regarding prioritizing AT facilities in the Asset Management Plan.

Lighting improvements are happening (waterfront in Windsor, Chambers Road, highway side of the causeway).

Conversations will start to move forward as the engagement process begins.

### **Next Meeting Date / Meeting Adjournment**

Next meeting date to be advised, with new committee members in place.

*The meeting was adjourned at 7:52 p.m.*



**WEST HANTS REGIONAL MUNICIPALITY**  
*MEETING AND COMMITTEE PROCEDURAL POLICY*

RCOGE-003.00

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1. General

- 1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.
- 1.2. The purpose of this Procedural Policy is to:
- a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
  - b) establish the Committee of the Whole as a Committee of Council; and
  - c) establish various other Committees of Council.
- 1.3. In this Policy:
- a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
  - b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
  - c) “Chair” means the presiding officer of Council or a Committee of Council;
  - d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
  - e) “Clerk” means the Clerk of the Municipality;
  - f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
  - g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
  - h) “Council” means all Council members of the Municipality;
  - i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
  - j) “Electronic means” the use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.
  - k) “Majority” means more than one-half of those present
  - l) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;

- m) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- n) "Municipal or Municipality" means the West Hants Regional Municipality;
- o) "Pecuniary interest" means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- p) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- q) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- r) "Quorum" means the majority of members required to hold a meeting.
- s) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- t) "Staff" means a person employed by the Municipality;
- u) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

## 2. Mandate of Council and Committee of the Whole

### 2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
  - i. to provide good government;
  - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
  - iii. to develop and maintain safe and viable communities;
  - iv. to work with other municipal units for the best interests of the Municipality within the province.
  - v. to provide active programs of training and upgrading of staff and Council; and
  - vi. such other goals as from time to time are determined;
- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws

### 2.2. The mandate of the Committee of the Whole is:

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and

except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:

- i. first and second readings of a by-law enactment, amendment or repeal; and
  - ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the Act;
  - c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
  - d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
  - e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

### 3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
  - a) at the location set by the Committee of the Whole,
  - b) on the second Tuesday of each month, except for August,
  - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
  - a) at the location set by Council,
  - b) on the fourth Tuesday of each month except for August,
  - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
  - a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
  - b) at the request of majority of the members of Council or Committee of Council;
  - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:

- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
  - b) at the request of the Chair;
  - c) at the request of the majority of members;
  - d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
  - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
  - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
  - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
  - d) meeting notice need not be provided of:
    - i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
    - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
    - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
  - e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
  - b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;

- c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

#### 4. Communications

- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
  - a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
  - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
  - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
  - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
  - a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
  - b) through resolutions from Council to the CAO.
- 4.4. Committees will communicate to Council:
  - a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
  - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
- 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
- 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
  - a) the correspondence is directed to a Councillor or Committee of Council member;
  - b) is in writing and received by mail or email;
  - c) is legible;
  - d) is not libelous, irrelevant, offensive or improper; and
  - e) is signed by the writer's name.



5. Meeting Attendance and Quorum

- 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
- 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
- 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.
  - a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
  - b) Except as provided in section 5.8, all attempts will be made for a Councillor(s) or Committee members to attend meetings in-person.
  - c) Council or Committee members will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.
  - d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
  - e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
  - f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.



- h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
  - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
  - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years.
- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

## 7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
  - b) Attendance
  - c) Approval of Agenda, including additions or deletions and Dashboard items
  - d) Declaration(s) of Conflict of Interest
  - e) Announcements
  - f) Approval of previous meeting's minutes
  - g) Public Hearings
  - h) Unfinished Business/Postponed Motions
  - i) Mayor's Report
  - j) Committees of Council Recommendations
  - k) Councillor Municipal Business Reports
  - l) Correspondence
  - m) New Business
  - n) In-Camera
  - o) Next Meeting Date / Adjournment



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- 7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
  - b) Attendance
  - c) Approval of Agenda, including additions and deletions and Dashboard items
  - d) Declaration(s) of Conflict of Interest
  - e) Announcements
  - f) Approval of the Minutes
  - g) Presentations
  - h) Unfinished Business/Postponed Motions
  - i) Reports
  - j) Correspondence
  - k) New Business
  - l) Public Participation Period
  - m) In-Camera
  - n) Next Meeting Date / Adjournment
- 7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.
- 7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon five (5) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.
- 7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.
- 7.6. All agenda items must have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
- 7.10. If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.



- 7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website.
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

## 8. Council and Committee Chair Duties

- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
  - a) in the absence of the Mayor, the Deputy Mayor will be the Chair
  - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
  - a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
  - b) ask members to declare any Conflicts of Interest;
  - c) receive and put to a vote all motions presented and announce the results;
  - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
  - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;

- f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
- g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
- h) permit the CAO to speak on any point upon request;
- i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
- j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
- k) declare a meeting dissolved if no quorum has been achieved;
- l) adjourn to another place and/or time without ending the meeting with the consent of Council;
- m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
  - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
  - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

## 9. Minutes and Recordings

- 9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.
  
- 9.2. Written minutes kept will:
  - a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
  - b) contain all motions and decisions by consensus and will record the outcome of each vote;
  - c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
  - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
  - e) contain presentation points and timestamps of when the reports were discussed during the meeting.

- f) be clear, accurate, concise, and formatted to be readable;
  - g) be written in past-tense;
  - h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council (including In-Camera sessions) will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality
- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO. Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
- 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
- 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
- 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.
- 9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
- 9.9. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee
- 9.10. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. Should technical difficulties arise and livestreaming not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. There will be no audience participation/comments using the live-streamed video. Commenting on livestream videos have ben turned off.
- 9.11. Except for Section 9.3, 9.9 and 9.11 of this Policy, electronic means recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e., issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
  - a) speak disrespectfully of any person;
  - b) use offensive language
  - c) speak on any subject other than the subject for which they received approval to speak;
  - d) disobey any decision of the Chair;
  - e) enter a cross debate with another member; or
  - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.



- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.
- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to request presentations at Council meetings.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
  - a) a note of the reading;
  - b) the date;
  - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00 pm to complete the work from the previous day's approved agenda.

## 11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
  - a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;

- c) not take part in the discussion of or vote on any question with respect to the matter;
- d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.

11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.

11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

## 12. Motions and Voting

12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
- b) Subsidiary motions – facilitates or modifies the main motion;
- c) Incidental motions – relates to a question of procedure regarding a main motion;
- d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:

- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
- b) Amend – changes something within the main motion;
- c) Postpone definitely – sets the main motion aside until a specified time;
- d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
- e) Limit or extend debate – shortens or lengthens the time for debate;
- f) Previous Question – closes debate and brings the main motion to a vote;
- g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:

- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
  - b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
  - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
  - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
  - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.
- 12.4. The following are common but not all privilege motions:
- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
  - b) Recess – provides a short break in the meeting;
  - c) Fix the time to adjourn – sets a time to adjourn the meeting;
  - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
  - b) to refer;
  - c) to postpone either definitely or indefinitely; or
  - d) to limit or extend debate;
  - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
  - b) when the “yeas” and “nays” are being called;
  - c) while the Council or Committee of Council members are voting; or



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- d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
  - b) all motions as to priority of business or as the suspension of the order of the day;
  - c) applications to speak more than the prescribed number of times;
  - d) a motion to allow any person other than a Council member to address the Council;
  - e) a motion to postpone definitely;
  - f) a motion to lay on the table when claiming a privilege over another person; and
  - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
  - b) to limit or extend debate;
  - c) to amend or rescind something previously adopted;
  - d) to object to the consideration of the question; or
  - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.



- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
  - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
  - c) Amend something previously adopted – modifies a motion previously presented and adopted;
  - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
  - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
  - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
  - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
  - d) a matter which has already been reconsidered once;
  - e) a vote to reconsider; and



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- f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.
13. Points of Order (also refer to Code of Conduct Policy)
- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
  - 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
  - 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
  - 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
  - 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
  - 13.6. If a Council or Committee of Council member resists:
    - a) the rules contained in this Policy;
    - b) willfully obstructs the business of Council or the Committee of Council;
    - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;the member may be ordered by the Chair to leave their seat.
  - 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
  - 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
  - 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given



permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

#### 14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

- a) acquisitions, sale, lease and security of municipal property;
- b) setting minimum price to be accepted by the municipality at a tax sale;
- c) personnel matters;
- d) labour relations;
- e) contract negotiations;
- f) litigation or potential litigation;
- g) legal advice eligible for solicitor-client privilege;
- h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, unless determined by Council to cease audio/video recording during the discussion.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council.



Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

- 15.4. Approval of Policies:

- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
  - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
  - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
  - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:

- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
- b) The process for Council to approve a planning document or amendment thereof, after the requirements of the public participation program for planning documents

- have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
- c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
  - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
  - b) Owner or Developer Presentations (if applicable)
  - c) Written Submissions in Favour or Against
  - d) Questions or Comments from the Public in Favour or Against
  - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
  - b) will not have been carried out to the extent that it is too late to undo for the future.
16. Receiving Public Input
- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
  - b) at public consultation and information meetings;
  - c) during Public Hearings;
  - d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
  - e) during the allotted twenty (20) minutes of Public Participation on all advisory committee agendas. A member of the public may speak for a maximum of five (5) minutes each during this period;
  - f) through formal petitions and written applications to Council, which are required to be signed.
- 16.2. Petitions and applications to Council will be:
- a) legibly written or printed on paper;

- b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
- c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
- d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

### 17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action, unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
  - a) Accessibility Advisory Committee – Appendix D
  - b) Audit Committee – Appendix E
  - c) Repealed
  - d) Repealed
  - e) Fences Arbitration Committee – Appendix H
  - f) Repealed
  - g) Repealed
  - h) Mill Lakes Watershed Advisory Committee – Appendix J
  - i) Planning Advisory/Heritage Advisory Committee – Appendix K
  - j) Municipal Climate Change Action Plan Committee – Appendix L
  - k) Diverse and Inclusive Communities Committee – Appendix M
  - l) Police Advisory Board – Appendix N
  - m) Davidson Lake and French Mill Brook Watershed Advisory Committee – Appendix O
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:

- 
- a) Annapolis Valley Regional Library Board
  - b) Hants County Residence for Senior Citizens Board
  - c) Cogmagun Landfill Community Liaison Committee
  - d) Region 6 Solid Waste Management Board
  - e) Valley Communication Fibre Network
  - f) Valley Regional Enterprise Network
  - g) Highway 101 Twinning Community Liaison Committee
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Committee of the Whole meeting and ratified as a Special Council meeting immediately following to ensure there are no interruptions in the November committee meeting dates. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
  - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.
- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct for Elected Officials Policy.
- 17.12. Council may appoint residents residing in the West Hants Regional Municipality (unless the committee's Terms of Reference state representation outside of the region is required) to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.



- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

#### 18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.
- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

#### 19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
  - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
  - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;

- 
- c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
  - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
  - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
  - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
  - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.
- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
  - b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
  - c) Audit Committee Policy dated November 28, 2017.
- 19.3. The following polices of the West Hants Regional Municipality are hereby repealed effective December 10, 2024
- a) Code of Conduct for elected Municipal Officials Policy RCOHR-002.00

## 20. Related Legislation, Policies, Procedures

- 20.1. The following is a list of related legislation, policies and procedures:
- a) Municipal Government Act
  - b) Municipal Conflict of Interest Act
  - c) Freedom of Information and Protection of Privacy Act
  - d) Protection of Property Act
  - e) Robert's Rules of Order



**APPENDIX A**  
Report Form

**WEST HANTS REGIONAL MUNICIPALITY REPORT**

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** \_\_\_\_\_ (Name of Committee)

**Submitted by:** \_\_\_\_\_  
(Name and Title)

**Date:** \_\_\_\_\_ (Date)

**Subject:** \_\_\_\_\_ (Title or Subject of Report)

**LEGISLATIVE AUTHORITY**

(State where ability for consideration comes from if applicable)

**RECOMMENDATION or DECISION REQUEST**

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

**BACKGROUND**

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

**DISCUSSION**



---

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

**NEXT STEPS**

(State what will be done next if anything.)

**FINANCIAL IMPLICATIONS**

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

**ALTERNATIVES**

(State any option to the recommendation and implication of the options, if anything)

**ATTACHMENTS**

(List any attachment to the report, if anything.)

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: \_\_\_\_\_  
(Name and Title)

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)



**APPENDIX B**

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
<b>Incidental Motions</b>	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
<b>Privilege Motions</b>	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
<b>Subsidiary Motion</b>	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No



	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
<b>Main</b>	Original Motion	Yes	Yes	Yes	Majority	Yes	No

**APPENDIX C**

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values

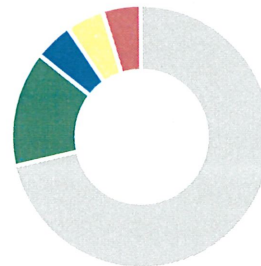
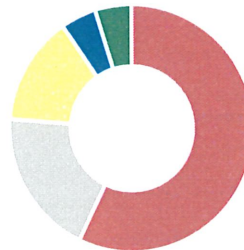


- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.

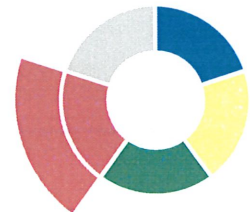
**Goal: Balanced Decision Making**



**Unbalanced**



**Heavily Weighted**



**APPENDIX D**

Accessibility Advisory Committee

1. PURPOSE

- 1.1. The Accessibility Advisory Committee 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 West Hants Regional Municipality become a barrier-free community and ensuring obligations under "An Act Respecting Accessibility in Nova Scotia (2017)" are met.

2. SCOPE



- 2.1. This Policy is applicable to all members appointed to the Municipality's Accessibility Advisory Committee.

### 3. DEFINITIONS

- 3.1. In Appendix D,
- a) "AAC" means the Accessibility Advisory Committee of the Municipality;
  - b) "Act" means the *Accessibility Act*;
  - c) "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;
  - d) "Council" means the Council for the Municipality;
  - e) "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;
  - f) "Municipality" means the West Hants Regional Municipality.

### 4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of no less than seven (7) members as follows:
- To a two-year term – One (1) members of Council and One (1) Alternate
  - To a two-year term – No less than Four (4) Resident members
  - To a three-year term – No less than Two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

### 5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
- a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
    - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;



- Information on procedures the Municipality 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, and
  - ii. Any proposed enactments or bylaws it will be administering; and
    - Any other prescribed information.
- b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;
- c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
- d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
- f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
- g) Monitor Federal and Provincial government directives and regulations; and,
- h) Host community consultations related to accessibility in the Municipality.

## 6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the Chair.
- 6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

## **APPENDIX E** Audit Committee

### 1. PURPOSE

- 1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
  - a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and

- b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

## 2. SCOPE

- 2.1. This Policy is applicable to all serving members Audit Committee.

## 3. DEFINITIONS

- 3.1. In Appendix E,
  - a) “Auditor” means the External Auditor conducting the audit of the Municipality;
  - b) “CAO” means the Chief Administrative Officer for the Municipality;
  - c) “Director of Finance” means the Director of Financial Services for the Municipality;
  - d) “Municipality” means the West Hants Regional Municipality.

## 4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
  - a) Resident members should be sufficiently versed in financial matters to understand the Municipality’s account practices and policies and the major judgements involved in preparing the financial statements.
  - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
  - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
  - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
  - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
  - f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

## 5. DUTIES AND RESPONSIBILITIES

- 5.1. Audit:
  - a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
  - b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.

- 
- 5.2. Finance and Risk Management
- a) Review with Management the quarterly financial updates and recommend to Council to be received.
  - b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.
  - c) Review with Management the adequacy of internal controls.
  - d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

**APPENDIX F**

Repealed

**APPENDIX G**

Repealed

**APPENDIX H**

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
  - b) "Clerk" means the Municipal Clerk of the Municipality;
  - c) "Committee" means the Fences Arbitration Committee of the Municipality;
  - d) "Council" means the Council of the Municipality;

- e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
- f) "Minister" means the Minister of Agriculture;
- g) "Municipality" means the West Hants Regional Municipality;
- h) "Non-livestock farm" means land upon which no livestock is maintained.
- i) "Owner" includes
  - i. With respect to livestock, any person who has lawful custody of the livestock
  - ii. With respect to a farm, the person occupying or operating a farm.

### 3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.
- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

### 4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:
  - a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in

writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

- i. Determine the location, height and material of construction of any fence;
  - ii. Determine the manner of maintenance of a fence;
  - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
  - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
  - v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
- b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
  - c) Disposing of stray livestock in such a manner as it deems fit, should no offer or reasonable offer be made at sale.
  - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
  - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

## 5. CONFLICT

- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

### APPENDIX I

Repealed

### APPENDIX J

Mill Lakes Watershed Advisory Committee

## 1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

## 2. DEFINITIONS

2.1. In Appendix J,

- a) "Committee" means the Mills Lakes Watershed Advisory Committee;
- b) "Councillor" means an elected member the Council of the Municipality;
- c) "Municipality" means the West Hants Regional Municipality;
- d) "Staff" means a person employed by the Municipality.

## 3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

## 4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
- b) assist with revisions of the regulations for the Protected Water Area as required;
- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality on as need basis;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;

- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

## 5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
  - Four (4) Landowner Representatives
  - One (1) Councillor and one (1) alternate
  - One (1) Nova Scotia Department of Lands and Forestry Representative
  - One (1) Water Utility Representative
  - One (1) Planning and Development Department Representative
  - One (1) Nova Scotia Environment Representative (voting)
- 5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

## 6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.

- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

## **APPENDIX K**

### Planning Advisory/Heritage Advisory Committee

#### **1. PURPOSE**

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the Municipal Government Act.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

#### **2. DEFINITIONS**

- 2.1. In Appendix K,
  - a) Repealed.
  - b) "Municipality" means the West Hants Regional Municipality;
  - c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
  - d) Repealed.

#### **3. COMMITTEE COMPOSITION**

- 3.1. The PAC/HAC will be established under the following terms:
  - a) The Committee will consist of fourteen (14) members as follows: two (2) resident members appointed at large from West Hants Regional Municipality who are not municipal employees and all twelve (12) members of Council.

#### **4. ADMINISTRATION**

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.

- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
- 4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

## **APPENDIX L**

### Climate Action Committee

#### **1. PURPOSE**

- 1.1. The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Change Action Plans of the Municipality hereafter referred to as “the CAC”. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

#### **2. DEFINITIONS**

- 2.1. In Appendix L,
  - a) “CAC Committee” means the Climate Action Plan Committee;
  - b) “Municipality” means the West Hants Regional Municipality.

#### **3. COMMITTEE COMPOSITION**

- 3.1. The Committee consists of eleven (11) members:
  - Three (3) Councillors;
  - Two (2) resident members, who are not members of Council
  - Chief Administrative Officer or designate;
  - Director of Public Works or designate;
  - Director of Planning and Development or designate;
  - Director of Community Development or designate;
  - Director of Financial Services;
  - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

#### **4. ADMINISTRATION**



- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the CAC Committee will be as set out in the relevant Terms of Reference for the CAC Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

## APPENDIX M

### Diversity and Inclusive Communities Committee

#### 1. MANDATE

- 1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

#### 2. PURPOSE

- 2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:
  - a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
  - b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

#### 3. DEFINITIONS

- 3.1. In Appendix M
  - a) “Municipality” means the West Hants Regional Municipality

#### 4. COMPOSITION

- 4.1 The Committee will consist of eight (8) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten (10) non-voting supporting members as follows: Eight (8) citizen members of diverse race and ethnicity (including, but not limited to those from the

African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)

- One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting)
- One (1) RCMP Representative (non-voting)
- One (1) Community Health Board Representative (non-voting)
- Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
- One (1) Councillor and one (1) Alternate (non-voting)

## 5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.
- 5.2. Citizen committee members will serve a two (2) year term.
- 5.3. Citizen committee members may be reappointed for a maximum of three (3) terms.
- 5.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.5. Administrative services for the Committee will be provided by the Municipality.
- 5.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

## **APPENDIX N**

### Police Advisory Board Committee

#### 1. PURPOSE

- 1.1 The purpose of the Police Advisory Board Committee is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality. The Advisory Board does not, however, exercise jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

#### 2. DEFINITIONS

- 2.1. In Appendix N
  - a) "Municipality" means the West Hants Regional Municipality
  - b) "PAB" means the Police Advisory Board

#### 3. COMPOSITION

- 3.1 The Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board



The Committee will consist of five members:

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

#### 4. ADMINISTRATION

- 4.1. Each Councillor, appointed by Council, serves on the Committee for a designated term (2 years). Members are eligible for reappointment.
- 4.2. A Chair will be elected bi-annually, with the next appointment commencing November 2024.
- 4.3. Citizen and Council committee members will serve a two (2) year term.
- 4.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.5. Administrative services for the Committee will be provided by the Municipality.
- 4.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.
- 4.7. Meetings will be held at least quarterly.

### **APPENDIX O**

#### Davidson Lake & French Mill Brook Watershed Committee

##### 1. OFFICIAL NAME

Davidson Lake & French Mill Brook Watershed Committee

##### 2. MEMBERS/COMPOSITION

- Four (4) Landowner Representatives
- One (1) Councillor and (1) alternate
- One (1) Nova Scotia Department of Natural Resources
- One (1) Water Utility Representative
- One (1) West Hants Regional Municipality Planning Department
- One (1) Nova Scotia Environment Representative (voting)
- One (1) NSTIR Representative (non-voting)

##### LANDOWNERS



The landowners are responsible for having representation on the Watershed Committee. They are in a unique position of knowing the watershed and their land, in addition to their own and their neighbours' land use practices. The landowners are encouraged to: Express their concerns and interests; advise and provide information to the Committee on land use management and source water protection; communicate with other landowners on Committee activities; and report any problems that they may encounter within the watershed.

#### WEST HANTS REGIONAL MUNICIPALITY COUNCILLORS

It is the responsibility of the West Hants Councillors to represent the interests of the citizens served by the Falmouth (West Hants) Water Utility. The Councillors will also represent the landowner's interests within the watershed.

#### DEPARTMENT OF LANDS AND FORESTRY (DLF)

The DLF representative will work with the Committee providing information and advising on topics related to forestry, wildlife, and source water protection. The representative will also represent the Department's interests as a landowner in the watershed.

#### STAFF (WATER WORKS OPERATOR, WEST HANTS PLANNING DEPARTMENT)

Staff will report to the Committee on activities undertaken by the West Hants Regional Municipality and any approvals in the Protected Water Area. Staff will work with the Committee providing information and advising on topics relating to source water protection, watershed management, land use and the operation of the Falmouth (West Hants) Water Utility. Staff will also bring forth concerns relating to water quality and watershed management.

#### NOVA SCOTIA ENVIRONMENT (NSE)

The NSE representative will work with the committee providing information and advising on topics related to source water protection, watershed management, the Environment Act and Protected Water Area Regulations.

#### NOVA SCOTIA DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL (NSTIR)

The NSTIR representative will work with the Committee to provide information and advise on topics related to roads, bridges, and transportation.

#### TERM OF MEMBERSHIP

All non appointed members (landowners) will serve for a two-year term (except for the first term whereby half of the members shall serve for a three-year term to ensure continuity of membership). Subsequent appointments or re-appointments of landowners to the Committee shall be for a term of two years. Should there be several interested volunteers an election will be held amongst landowners to determine landowner membership.



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### 3. GOALS

The primary goal of the Davidson Lake & French Mill Brook Watershed Advisory Committee is to provide a forum for the Landowners, the West Hants Municipality Water Utility, and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake & French Mill Brook Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

### 4. DELIVERABLES

The Davidson Lake & French Mill Brook Watershed Advisory Committee advises the West Hants Regional Municipality Council and Director of Public Works on issues pertaining to the French Mill Brook Watershed. In addition, the Watershed Advisory Committee shall:

- Assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically.
- Assist with revisions of the regulations for the Protected Water Area as required.
- Amend these Terms of Reference for the Davidson Lake & French Mill Brook Watershed Advisory Committee as needed.
- Provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources.
- Provide a forum to deal with issues and concerns in the watershed. The Committee will address problems and solutions on matters of concern, as they arise.
- Advise on forest matters and other land use issues.
- Develop Best Management Practices for activities in the watershed. These Best Management Practices will also be used to guide any approval processes for activities.
- Review and make recommendations on activities affecting the Protected Water Area, as requested by the West Hants Regional Municipality.
- Provide and develop information and education about the Protected Water Area for residents, landowners, and users of the watershed.
- Liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the provincial Department of Agriculture and Fisheries (DAF) and the federal Department of Fisheries and Oceans (DFO).
- To provide information on Committee activities to landowners in the Protected Water Area.

### 5. JURISDICTION

The West Hants Regional Water Utility, which is a combined utility with the former Hantsport, Falmouth and Three Mile Plains Water Utilities is operated by the West Hants Regional Municipality and supplies potable water to the areas of the communities of Hantsport, Hants Border and Glooscap First Nations Source water for the utility is withdrawn from the Davidson Lake, which is supplied by a



near by spring. The Community of Falmouth Source water for the utility is withdrawn from the French Mill Brook Reservoir, which is supplied by the French Mill Brook and its watershed.

In 2017, the area surrounding Davidson Lake, West Hants, was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The former Municipality along with NSE had been working together on this process for several years prior to the official designation. The Davidson Lake Watershed Protected Water Area covers approximately three hundred and twenty-nine (329) acres of land (133ha). The Davidson Lake Watershed Advisory Committee was established in January 2006 to manage the Davidson Lake Watershed through the involvement of stakeholders, including landowners, municipal staff, and government representatives. In 1983, the area surrounding French Mill Brook, West Hants, was designated as a Protected Water Area at the request of the Municipality of West Hants. Regulations were also enacted for the designated area to protect the water supply. The Municipality along with NSE had been working together on this process for several years prior to the official designation. The regulations were updated in 2004 and again in 2007, due to the requirements under the environment act. The French Mill Brook Watershed Protected Water Area covers approximately two thousand eight hundred and fourteen (2814) acres of land (1139ha), according to the plan prepared in 1974. The Falmouth Watershed Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of stakeholders, including landowners, municipal staff, and government representatives.

## 6. GOVERNANCE

The role of this committee is an advisory role to council. All approved motions within the Committee pertaining to the direct affect of the Davidson Lake & French Mill Brook Watershed and/or the Source Water Protection Plan shall be submitted to Council for final approval.

### MEETING DETAILS:

- Meeting Quorum: Five (5) Committee Members, of which a minimum must be two (2) private landowners and one (1) councillor.
- Motions must be approved by 50% plus 1 to be carried.
- Chair: The Committee Chair will be elected biannually on even numbered years by the Committee.
- All Landowners are welcome to attend Watershed Advisory Committee meetings as observers.
- An Annual General Meeting may be called at the discretion of the Committee.
- Secretarial Services will be provided by the Municipality of West Hants.
- Meetings shall be held biannually April & October.



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**7. COMMUNICATIONS**

A contact list will be circulated to the committee members and updated as required. Meeting invites and packages will be circulated via an email list a minimum of one week prior to each meeting.

**7. RELATED POLICIES, PROCEDURES AND LEGISLATION**

RCOGE-003.00 Meeting and Committee Procedural Policy

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **28th** day of **January 2025**.

Deanna Snair  
Municipal Clerk



<i>Adoption</i>	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
<i>First Amendment</i>	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
<i>Second Amendment</i>	
<i>Notice to Council:</i>	February 9, 2021
<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words “and December” from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
<i>Third Amendment</i>	
<i>Notice to Council:</i>	March 9, 2021
<i>Approval:</i>	March 23, 2021
<i>Description:</i> Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.	
<i>Fourth Amendment</i>	
<i>Notice to Council:</i>	April 12, 2022
<i>Approval:</i>	April 26, 2022
<i>Description:</i> Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.	
<i>Fifth Amendment</i>	
<i>Notice to Council:</i>	June 14, 2022
<i>Approval:</i>	June 28, 2022
<i>Description:</i>	
<ul style="list-style-type: none"> <li>Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region</li> </ul>	



of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting.

- Amend Appendix K to remove section 3.1 B that reads “council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the appointments made as of April 2021 will expire October 2022”, as per section 17.8 it automatically makes it a 2 yr. term.
- Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms.
- Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee.
- Amend Section 8.1 to read “the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

*Sixth Amendment*

<i>Notice to Council:</i>	<i>July 12, 2022</i>
<i>Approval:</i>	<i>July 26, 2022</i>

*Description:*

- Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes.
- Amend the Policy such that “all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting.

*Seventh Amendment*

<i>Notice to Council:</i>	<i>September 13, 2022</i>
<i>Approval:</i>	<i>September 27, 2022</i>

*Description:* Amend Appendix K, section 3.1 to read “ the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of



Windsor who are not council members or municipal employees and 3 members of Council.	
<i>Eighth Amendment</i>	
<i>Notice to Council:</i>	<i>October 11, 2022</i>
<i>Approval:</i>	<i>October 25, 2022</i>
<i>Description:</i>	
<ul style="list-style-type: none"> <li>Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)</li> <li>Amend Section 10.16 of the Policy to read: "a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.</li> </ul>	
<i>Ninth Amendment</i>	
<i>Notice to Council:</i>	<i>January 10, 2023</i>
<i>Approval:</i>	<i>January 24, 2023</i>
<i>Description:</i>	
<ul style="list-style-type: none"> <li>Amend Section 1.3 (j) to include the definition of "Electronic means". The use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring."</li> <li>Amend Section 5.8 to read "A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA."</li> </ul>	

- a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
  - b) Except as provided in section 5.8, all attempts will be made for Council or Committee members to attend Meetings in-person.
  - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.
  - d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
  - e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
  - f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.
  - g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- Amend Section 7.7 and 7.8 to read as 5:00 p.m.
  - Amend Section 7.10 to add “and the majority of Council accept the report”
  - Amend Section 7.11 to read as “Late additions to the agenda will be accepted if approved by the majority of Council at the meeting.”
  - Amend Section 7.12 to include “once approved by the majority of Council.”
  - Amend Section 9.12 to read as “electronic means” and remove audio and video.
  - Amend Section 10.14 to read as “For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.”
  - Amend Section 14.5 to include “These meetings will be recorded electronically for accuracy in the minute taking process.”
  - Amend Appendix D, Section 4.1 to include “and One (1) Alternate”
  - Amend Section 17.3 to include the Police Advisory Board (PAB).



- Amend the Policy to include an Appendix N, for the Police Advisory Board.
- Amend Section 17.7 to include the Highway 101 Twinning Community Liaison Committee (CLC)

*Tenth Amendment*

<i>Notice to Council:</i>	<i>January 9, 2024</i>
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<i>Approval:</i>	<i>January 23, 2024</i>
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*Description:*

- Amend Section 9.4 to include “Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings”.
- Amend Section 14.5 to include the wording “unless determined by Council to cease audio/video recording during the discussion”.

Amend Appendix D Committee Composition

- The AAC will consist of a minimum of seven (7) members as follows:
- Add the wording “No less than” to Resident members

Amend Appendix L

- Committee name changed from Municipal Climate Change Action Plan (MCCAP) to Climate Action Committee.
- Amend Section 1.1 to read as “The Climate Action Committee provides a forum for all municipal departments and Council representatives to work cooperatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change”.
- Remove Section 2(a) “MCCAP Committee” means the Climate Action Plan Committee.
- Amend Section 4.3 to remove “MCCAP” wording and replace with Climate Action.

Amend Appendix M

- Section 4.1 to read as the Committee will consist of eight (8) voting members to ensure all perspectives are represented and removing the wording “and side in a tie breaking scenario that promotes progression without uncertainty”.
- Add Section 5.3 “Resident Members may be reappointed for a maximum of three (3) terms”.

*Eleventh Amendment*

<i>Notice to Council:</i>	<i>July 24, 2024</i>
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<i>Approval:</i>	<i>July 24, 2024</i>
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*Description:*  
Amend Section 16 to read as “during the allotted twenty (20) minutes of Public Participation on all advisory committee agendas. A member of the public may speak for a maximum of five (5) minutes each during this period

*Twelfth Amendment*

<i>Notice to Council:</i>	<i>January 14, 2025</i>
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<i>Approval:</i>	<i>January 28, 2025</i>
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*Description:*

**Section 6.2**, the wording “the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia” be removed and replaced with the wording “and aligns with municipal elections in Nova Scotia” was added for clarity.

**Section 7.4** the deadline for all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon be changed from three (3) days to five (5) days.

**Section 7.6**, the word “should” be changed to the word “must”.

**Section 9.9**, add wording “the only person(s)”.

**Section 9.11**, removes the wording “but residents may leave messages; however, staff will be unable to address said messages” to align with the revised practiced during meetings.

**Section 17.3 (c) and (d)** be repealed.

**Section 17. 7(c)**, add the word “Cogmagun”.

**Section 17.8**, remove the wording “For clarification, the first appointment after April 1, 2020 will be in November 2022”.

**Section 17.11**, adds the wording “for Elected Official’s”.

**Section 17.12**, adds the wording “residing in West Hants Regional Municipality”.

**Appendix F - Appealed**

**Appendix G – Appealed**

**Appendix J - 4.2 (c) – add the wording “on an as needed basis”.**

**Appendix K, Section 3.1: Committee composition** to read “the committee will consist of fourteen (14) members as follows: two (2) resident members appointed at large from West Hants Regional Municipality who are not municipal employees and all twelve (12) members of Council.

**Appendix O – Newly combined Davidson Lake and French Mill Brook Watershed Advisory Committee.**

# EQUITY, ANTI-RACISM, AND ACCESSIBILITY STRATEGY PLAN



**West Hants**  
something inspiring awaits



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# PJILA'SI | WELCOME | BIENVENUE

**Welcome to the first West Hants Equity, Anti-Racism, and Accessibility Strategy Plan, a vital step toward building a more inclusive, equitable, and thriving community.**

Building on the commitments made in the Dismantling Racism and Hate Act and the Province of Nova Scotia's Equity and Anti-Racism Strategy, this community-driven plan will guide our collective municipal actions and decisions over the next 10 years. It will adapt as we grow and learn together.

More than **200** West Hants residents were consulted through in-person and on-line engagements to create this plan, which brings together the municipality, community members, businesses, and organizations to:

- Increase equity, diversity, inclusion, accessibility and justice;
- Dismantle hate and racism;
- Foster a sense of belonging for everyone; and
- Make progress toward decolonization and Truth and Reconciliation.

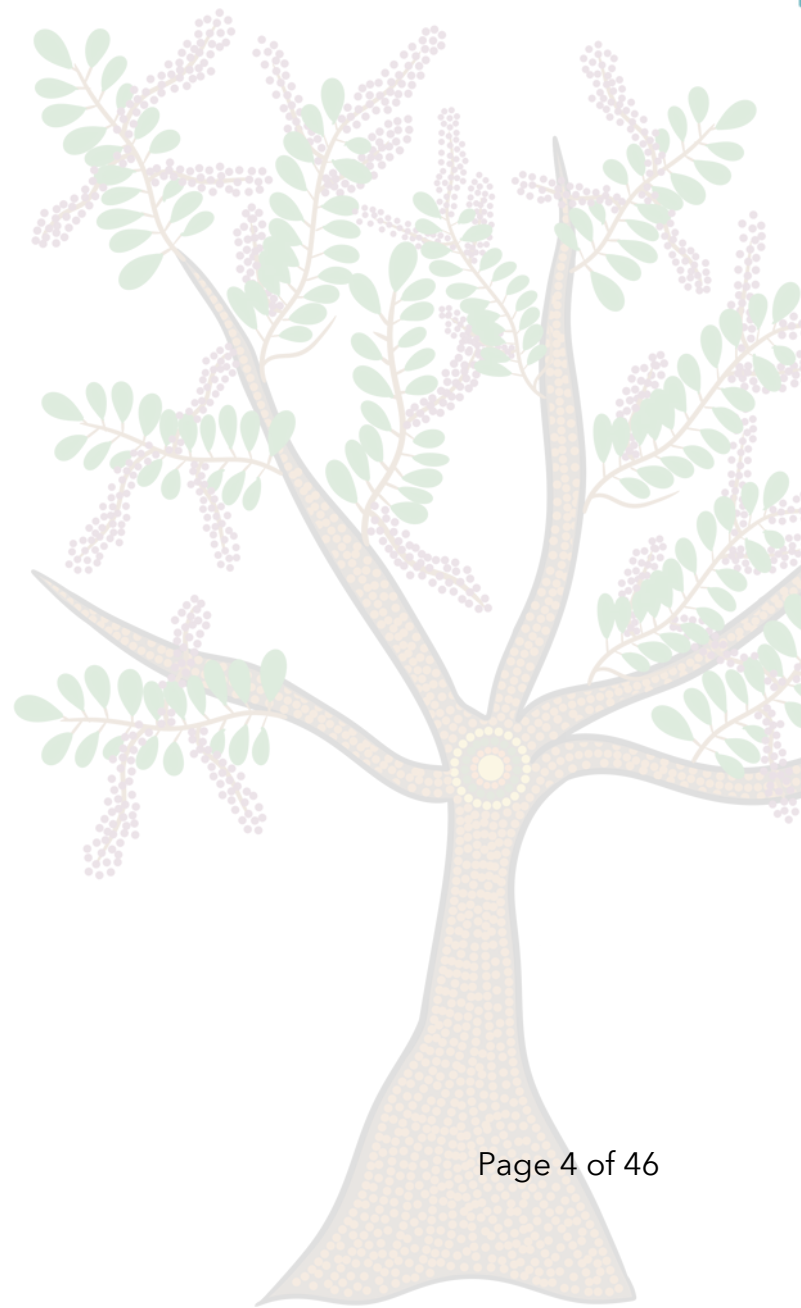
The plan builds upon the progress we have already made, such as the Accessibility Plan 2022 and the Windsor/West Hants Together Community Engagement Report 2021. This plan, along with the work being done across the Province, is working towards making West Hants a safe and equitable place for everyone.



# LAND ACKNOWLEDGEMENT

We recognize that West Hants is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq nation who have existed here since time immemorial, meaning for over tens of thousands of years.

This land is governed by the Peace and Friendship Treaties, which were signed between the Mi'kmaq and the British Crown throughout the 1700s. These treaties are celebrated every year on October 1st and speak about the relationship between newcomers and the Original People. These treaties are grounded in mutual respect and co-governance. Like the Charter of Rights and Freedoms, they place obligations on relationships between all of us living in and making home within Mi'kma'ki. We are all Treaty people.



# WORDS OF APPRECIATION

We also acknowledge that African Nova Scotians histories, legacies and contributions have enriched this part of Mi'kma'ki, now known as Nova Scotia, for over 400 years; and that Acadian community's deep roots in this land, their resilience, and their enduring contribute to our heritage.



## THANK YOU

Thank you to the working group members for making themselves available to bring ideas, ground this work, and openly talk about the challenges and opportunities for improvement. Also, thank you to all community members who offered their the time to share their thoughts both online and in person. We truly appreciate the time and energy all of you dedicated to sharing your ideas, experiences, and insights.

We hope this report truly reflects the meaningful conversations we've had, honors your valuable input and contributes to the well-being of all community members.

Thank you again for your dedication and for helping us move towards a more inclusive and supportive community.





# EQUITY, ANTI-RACISM, AND ACCESSIBILITY STRATEGY

**The West Hants Regional Municipality is committed to creating a community where hate, racism, and discrimination have no place.** We plan to work towards this goal through practical actions like policies, land use, hiring practices, services, and programs.

# WHY A PRIORITY NOW

## Our Municipality is becoming more diverse

West Hants Regional Municipality is a vibrant and growing region with **19,000 diverse residents** spread across **1,253 square kilometres**. The municipality includes the former towns of Windsor and Hantsport, along with the former District of West Hants, blending thriving rural spaces with growing communities.

The municipality's population has grown by **2.6% between 2016 and 2021** - with the Finance and Treasury Board projecting an increase of **4% between 2022 and 2027** and **7% between 2027 and 2032**.



As our population grows more diverse and the world continues to change, it's more important than ever to understand where our community stands today and meet people's needs for inclusion, respect, safety, and justice.



Approximately 1 out of every 3 Nova Scotians aged 15 and older report having one or more disabilities.

**4%**

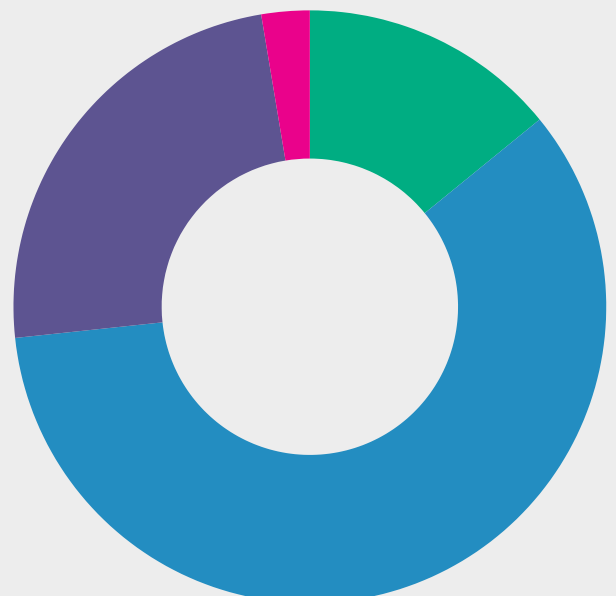
of the West Hants population in 2021 identified a visible minority

**645**

West Hants residents identified as immigrants

### Age

- 0 to 14 years
- 15 to 64 years
- 65 years and over
- 85 years and over



## Diversity has always existed, but it was not always recognized, valued, or equitably included in society.

Racism, discrimination, and lack of accessibility have deep historical roots in West Hants. To date, the municipality's current context and culture continue to be shaped by the experiences of underrepresented and underserved communities.

**Mi'kmaq people have lived and traveled these lands for thousands of years. Yet, they continue to experience historical and contemporary injustices and systemic barriers.**

**The Glooscap First Nation** is a Mi'kmaq community located near the West Hants region, specifically in Kings County, Nova Scotia.

The legacy of colonization continues to affect the Glooscap First Nation community on reserve and off reserve, eroding trust, leading to inter-generational trauma, and perpetuating systemic disadvantages.

**African Nova Scotian communities, in particular, those connected to Three Mile Plains continue to experience systemic racism and discrimination.**

Three Mile Plains is recognized as one of the province's historical African Nova Scotian communities. The area was originally inhabited by African-American settlers who referred to it as Windsor Plains. Over time, it became home to a significant Black population, with many residents tracing their ancestry back to Black Loyalists and refugees from the War of 1812.



Source: <https://glooscapfirstnation.com/>



Source: West Hants Historical Society Museum

# A SHARED RESPONSIBILITY

Canada, Nova Scotia, and West Hants are becoming more multicultural and diverse, but some of our actions are still founded on old colonial mindsets, practices, and policies. Therefore, addressing racism, discrimination, and accessibility barriers requires a shared responsibility across all levels of government and society.



## Canada

Canada has set a foundation to address equity, anti-racism, and accessibility through comprehensive policy and legislative frameworks and initiatives. For example:

- The Accessible Canada Act (2019) sets a bold goal of a **barrier-free Canada by 2040**, focusing on removing physical, systemic, and communication barriers for persons with disabilities.
- Canada's Anti-Racism Strategy 2024-2028 builds on the approach used in the 2019-2022 strategy to **eradicate systemic racism and discrimination in Canada** through a community-driven framework.

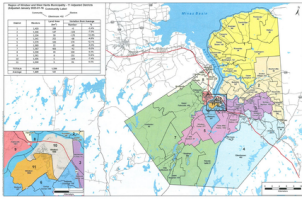


## Nova Scotia

Nova Scotia passed its Accessibility Act and developed the 2022-2025 Accessibility Plan roadmap, demonstrating its commitment to making Nova Scotia a more equitable and **barrier-free province by 2030**.

Similarly, the government of Nova Scotia passed the Dismantling Racism and Hate Act, established the Office of Equity and Anti-Racism Initiatives(OEA) and developed a provincial, all-of-government **strategy to address systemic hate, inequity, and racism**.

As part of this work, the Province asked municipalities and villages in 2024 to create their own plans to address systemic hate, inequity, and racism while aligning with the requirements under the Nova Scotia Accessibility Act.



## West Hants

Over the last few years, we have strived towards reshaping our municipality, through efforts including the development of the 2022 Accessibility Plan, the establishment of the Accessibility Committee, and the Diversity and Inclusive Communities Committee.

Regardless, we recognize that systemic barriers and inequities persist, preventing some residents from fully participating in and benefiting from community life. Racism, discrimination, and lack of accessibility are still prevalent and widespread.



### The West Hants Accessibility Advisory Committee

- Comprised of seven (7) voting members, with one half of the members being persons with disabilities or representatives from organizations representing persons with disabilities.
- The Committee 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 WHRM become a barrier free community, and ensure we are meeting the requirements outlined in the Accessibility Act, as well as the Accessibility Plan.
- To align with Nova Scotia's Accessibility Act (2017), in 2022 the committee published our inaugural Accessibility Plan, demonstrating our commitment to creating a more inclusive and accessible community.



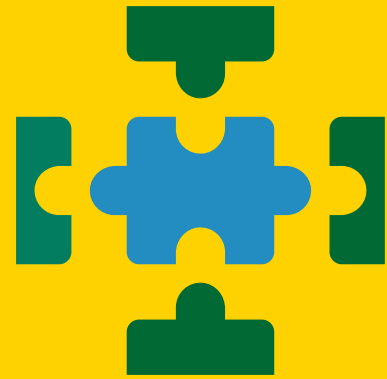
### The West Hants Diversity and Inclusion Community Advisory Committee

- Established in 2023, the Committee is comprised of eight (8) voting members and ten (10) non-voting members from various diverse groups including but not limited to those from African descent, Acadian, Glooscap First Nation, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomer communities.
- The Committee serves in an advisory capacity and makes recommendations to Council which will formulate strategic action plans to advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
- The Committee also works to break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

# HOW THIS DOCUMENT WAS CREATED

## 1. SET UP

A working group of community leaders was established to help guide the approach and development of the Strategy. Members included Anne Bishop, Jordan Stephens, Michel Bourgeois, Lisa Bland, and Roseanna Boyd. This group gave input and advice while representing the interests/concerns of the West Hants communities.



## 2. LEARN

As a starting point, eleven (**11**) community leaders provided input on how best to involve the broad community while building upon previous work (e.g., the RAD community engagement report developed in 2019). They had the option to complete an online survey or attend a 1:1 chat.

## 3. INVITE

West Hants residents were invited to attend community conversations or complete an online survey.

Informed by step 1, several methods were used including social media posts, word of mouth with support from community organizations, posters in public spaces, and distribution of flyers during holiday activities, community breakfasts, and free local events at the West Hants Sport Complex.

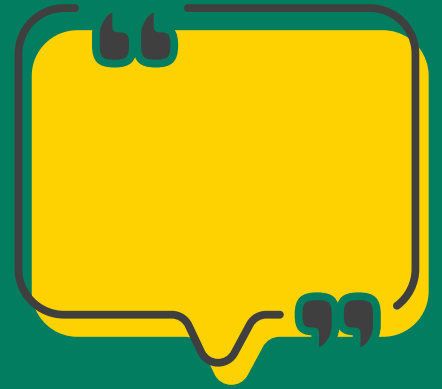


# 4. LISTEN

More than **200** people shared their experiences, perspectives, and ideas to help identify actions and initiatives that the municipality, community members, businesses, and other organizations could take. Some people completed an online survey, and some other people participated in in-person sessions at:

- Isabel & Roy Jodrey Memorial Library (Hantsport);
- Avondale Hall (Avondale);
- Three Miles Plains Hall (Three Miles Plains); or
- Peer Outreach Support Services & Education (POSSE)

In addition, the project was discussed with the Glooscap First Nation Chief and Council during a Glooscap Council meeting.



# 5. SUMMARIZE

Municipal staff and hired consultants worked together to gather and organize all the ideas shared by community members. They found common themes, looked at what other municipalities and internal departments are doing, and reviewed past reports to create a summary of what was heard and a list of actions.



# 6. VALIDATE

Around 20 community members got together on January 16th, 2025 at Three Miles Plains Hall to give feedback on the initial ideas.

Once a draft version of the plan was created, the Working Group, the Accessibility and Diverse and Inclusive Communities Committees, municipal staff, and Glooscap Council were provided a draft of the strategy to review and provide feedback on.



# WHAT WE WISH COULD HAVE BEEN DIFFERENT

**While this strategy is an important step forward, we recognize that the development process wasn't perfect and ongoing efforts are needed to continue collaborating with community.**

One of the biggest challenges was that we had a tight timeline to develop this strategy, and therefore, some voices we wanted to hear may not have been able to participate.



The time constraints meant that:

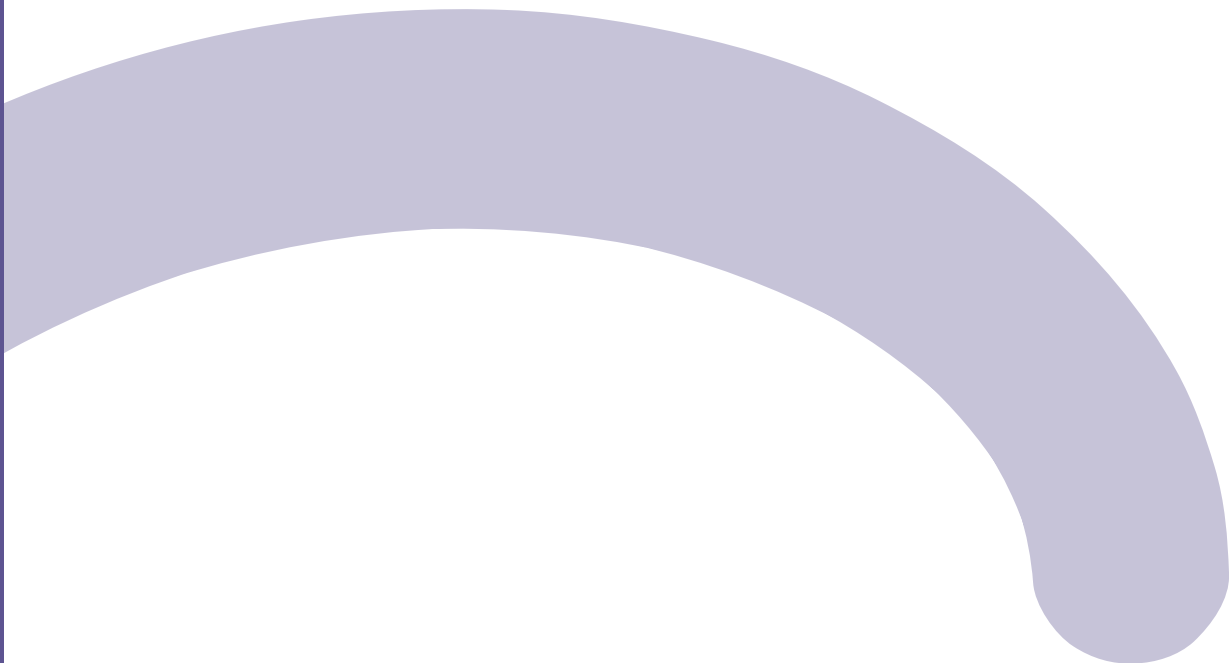
- **Comprehensive engagement with Glooscap was not possible.** Input was primarily gathered through discussions with the Chief and Council, rather than broader engagement with community members. While, efforts were made to reach as many people as possible through the support of key representatives, such as Zabrina Whitman, the number of voices were still limited directly from this community. We recognize that deeper, more inclusive engagement would have required additional time to ensure all voices were heard. To prevent this from happening for future initiatives, we have included an action about creating an authentic relationship with Glooscap and ongoing engagement efforts.
- **We couldn't always move at the pace that meaningful relationship-building requires.** Many communities, especially those who have faced discrimination, need time and demonstrated commitment from the municipality to build trust and feel comfortable sharing their experiences and ideas. People need space for healing, sharing, and being heard before they can jump into co-designing solutions.
- **We didn't hear from as many people as we wanted.** Much of the engagement had to happen in December, a time when many people are busy with holidays or taking a break. To mitigate this, we gave people the option to participate in person, online, or via phone and attended several holiday events.

**In addition, using a survey helped us hear from many people, but it also had some limitations.** First, the survey let people self-identify, which is a good practice because it respects how people see themselves. But it also comes with challenges. For example, in Canada, there have been concerns about people falsely claiming Indigenous identity, which can take opportunities and resources away from Indigenous communities.

More in-depth engagement, such as deep conversations, diary studies, or observations over time, would have given us a deeper understanding of people's experiences.

Despite these challenges, we believe that engagement is an ongoing process rooted in relationship building. This strategy is a strong starting point, and sets the stage for ongoing conversation and collaboration. The lessons we learned have shaped this first version of the strategy, and they will continue to guide how we improve and adapt moving forward.

We are committed to continuing this work, deepening our relationships with communities, and making sure future engagement is even more inclusive and responsive to their needs.





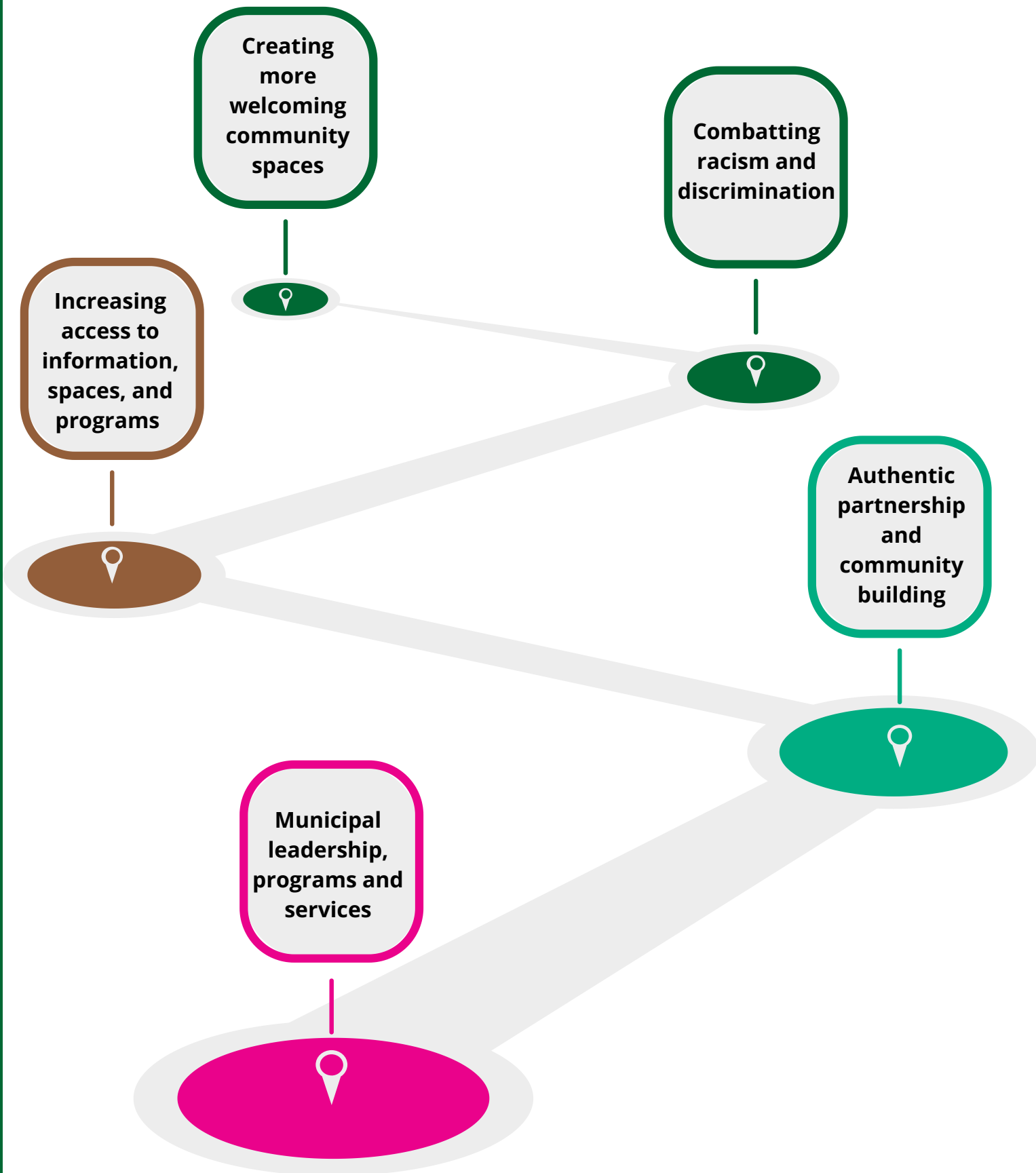
# ACTIONS



**This section summarizes what we heard from the community through previous and current engagements, highlighting the priorities, concerns, and ideas people have shared. It also outlines the actions and solutions proposed by community members to address key challenges.**

**In addition to community perspectives, we have drawn on research and leading practices to further understand effective strategies and approaches used in similar contexts.**

# KEY FOCUS AREAS



# FOCUS AREA #1.

## Creating more welcoming community spaces

### What We Heard

During engagements before and during this project, residents emphasized the critical need for a **municipality where everyone feels valued, accepted, and safe**. Participants highlighting the importance of dismantling barriers that exclude individuals based their intersecting identities (including race, gender, culture, sexual orientation). The collective voices of our community shared the need and urgency for creating truly equitable and inclusive spaces for all in West Hants.

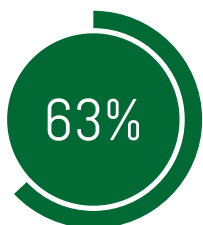
While some community members noted that efforts over recent years have been made to make spaces within West Hants more inclusive and welcoming by showcasing diversity within these shared spaces, work needs to continue and build on the efforts made.

Community members shared stories and noted instances where themselves or other community members felt isolated, unwelcome, or as if they had no where to go where they could be a part of their community. This includes members from the LGBTQ2IA + youth community, Indigenous community, and African Nova Scotian community\*.

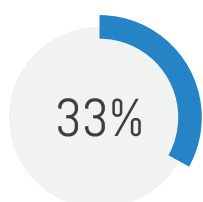
Therefore, ongoing efforts must be made by all across West Hants to ensure local public and private spaces are safe and welcoming for all within the community.



Community members recognized that the hockey rink within the West Hants Sports Complex is named after John Paris Jr., an ANS community member and also has Indigenous art showcased highlighting recognition and education of the African Nova Scotian and Indigenous history.



**Of survey respondents indicated they “Agree” or “Strongly Agree” when asked if they felt welcome in West Hants.**



**Yet, only 33% of newcomers expressed similar feelings.**

# FOCUS AREA #1. Creating more welcoming community spaces

Action #	Action
1	Create a framework on designing inclusive and accessible spaces, that incorporate best practices such as the use of diverse art, naming, and inclusion practices. The framework should be designed with community groups, local businesses, and the municipality, and include an assessment and evaluation of these spaces to ensure implementation success.
2	Bring local community groups and businesses together to disseminate and encourage the use of the framework for all spaces in the community.
3	Review existing municipal spaces to identify gaps and create a plan to ensure spaces meet the requirements of the newly developed framework.
4	Ensure all future municipal projects meet the inclusion requirements set out in the newly developed framework
5	Work with local organizations to promote existing safe and welcoming spaces in West Hants through the creation and sharing of a list of partner organizations and inclusive community spaces.
6	Review naming of municipal assets, establishments, and municipal spaces to better promote community diversity and history of the municipality.
7	Include a section for Diversity and Inclusion in the template reports to Council.

# FOCUS AREA #1. Creating more welcoming community spaces

Action #	Action
8	Increase use of visual support for communities (such as placing pride flags and rainbow decals on municipal vehicles) and create training and education campaign for all municipal staff around this action.
9	Work with community to create public education and awareness campaigns tailored to the use of visuals supporting diverse communities to be used by local businesses and organizations.
10	Work with community to create public education around visuals that contribute to systemic racism, bias and prejudice (e.g., confederate flags).
11	Establish municipal code of conduct and guidelines for all municipal staff, Council, and community members to follow in municipal spaces and create training and education for all municipal staff around this action.
12	Create a set of principles and values for West Hants that promotes equity, inclusion and anti-racism across the whole community.
13	Create a strategy to commemorate, honor, and/or celebrate heritage and diversity dates/months, such as African Heritage Month, National Indigenous People Day, etc. The strategy should include public campaigns as well as tangible actions such as working collaboratively with communities to targeted support for community-based events that promote intercultural understanding and celebrate the histories, experiences, and cultures of diverse communities.

# FOCUS AREA #1. Creating more welcoming community spaces

Action #	Action
14	Design and implement guidelines/standards for local business to adopt a more equitable and inclusive practice throughout all stages of the recruitment and employment cycle (e.g. job posting, interviewing, onboarding, training for all staff and employee support).
15	Establish a standardized process in the project planning stage for evaluating and prioritizing capital projects to include consideration for the using of inclusive and accessible design principles.
16	Support community organizations and local businesses efforts in obtaining grants to help facilities or projects that include requirements for gender inclusive washrooms (e.g., providing advocacy and navigation support)
17	Continue to engage with local schools as part of the accessibility and equity and inclusive communities committees undertaken by the municipality and have a designated role for schools in this group
18	Advocate and promote early and ongoing education about the history of the region and diverse culture and history of West Hants.
19	Continue to advocate for the continued promotion and campaigning of equity and diversity within local schools (e.g., Vibe).

# FOCUS AREA #1. Creating more welcoming community spaces

Action #	Action
20	Create or enhance existing community spaces specifically designated for youth. This could involve repurposing existing facilities, partnering with community organizations, or developing new spaces.
21	Within these youth spaces, or in partnership with LGBTQ2IA+ organizations, create dedicated programming and times specifically for queer youth. This could include peer support groups, social events, workshops, and access to resources relevant to their experiences.
22	Actively promote safe community spaces through schools, community centers, social media, and other channels frequented by youth. Highlight the safety and inclusivity of the spaces, particularly for queer youth.

# FOCUS AREA #2

## Increasing access to information, spaces, and programs

### What We Heard

In 2022, an Accessibility Plan was developed, and an Accessibility Working Group established made up of community members to move efforts forward towards creating a more accessible municipality. Based on the engagements, working group discussions, and survey responses, there was a clear call for continued and expanded efforts to improve accessibility within West Hants, building on actions and initiatives started through the Accessibility Plan.

### Accessible Community and Municipal Spaces

Many locations across West Hants are not accessible to those community members with physical disabilities or mobility challenges. Participants emphasized the need for more accessible built environments in municipal and public spaces, including accessible local businesses and accessible events in West Hants.

In line with the Province's goal of becoming a fully accessible Nova Scotia by 2030, the municipality and community must work together to tackling this issue. The most noted recommendations included:

- Public education
- Training
- Awareness building opportunities

### Accessible Municipal Programs

Engagement and survey participants raised concerns regarding a lack of access to programs and services, including barriers related to financial accessibility, transportation and availability of unique services for some groups.

### Equitable Streetscapes

The issue of equitable streetscapes (e.g., access to sidewalks, ramps, lighting) has been a concern across past and present engagements. Community members pointed to unsafe public spaces and the need for greater equity within them by maintaining, increasing, and reducing barriers to the municipal streetscapes. This includes ensuring safe and accessible pedestrian walkways, adequate lighting, and strategically placed ramps and curbs to facilitate mobility for all residents.

## FOCUS AREA #2. Increasing access to information, spaces, and programs

Action #	Action
23	Continue to improve the condition and availability of sidewalks, curb cuts, and pedestrian crossings to comply with the CSA Accessible Design for the Built Environment B-651 standard.
24	Continue to work closely with the Accessibility Advisory Committee to evaluate and prioritize retrofits to existing municipal buildings and facilities to meet the accessibility requirements in the latest version of the Nova Scotia Building Code Regulations.
25	Create a process to review and maintain the conditions of existing infrastructure that already meets accessible design standards.
26	Continue to work towards accessible sidewalks through ongoing needs assessment in growth areas. Work towards the development of a sidewalk/crosswalk remediation plan with timeline and budget according to updated provincial standards.
27	Commit a portion of the annual budget to go toward the installations and maintenance required for improving the accessibility of public buildings and public spaces.
28	Continue to conduct a review of zoning and land use bylaws to identify opportunities to improve accessibility and support aging in place.
29	Introduce the use of "assessment of accessibility impact" as a part of staff reports to Council.
30	Continue to explore the use of mapping platforms to improve way finding in public buildings.

## FOCUS AREA #2. Increasing access to information, spaces, and programs

Action #	Action
31	Support local businesses in making accessibility improvements (including training, funding grants or navigation support for funding).
32	Create a publicly available accessibility list for all public establishments that meet accessibility standards.
33	Create an accessible event framework that includes guidelines on how to make events more accessible
34	Review overall fee structure of municipal aquatics programs and explore equitable fee structure to reduce barriers for families and community members.
35	Create a publicly available list of municipal programs and services targeted to high priority communities.
36	Define mechanisms to provide transportation to free municipal events, programming and engagement targeting underserved and underrepresented communities.
37	Create more social and recreational programs targeted to seniors.
38	Explore extending Inspire Fund to include transportation to recreation opportunities - eg., taxi, gas, etc.
39	Implement additional recreation programs for youth with disabilities, including accessible swimming programs
40	Implement culturally relevant and targeted recreation activities/programs through joint partnership efforts with diverse groups including Indigenous community, African Nova Scotian community, and vulnerable youth.

## FOCUS AREA #2. Increasing access to information, spaces, and programs

Action #	Action
41	Create a Street Lighting Policy to guide staff, council and the general public in the installation, removal, and general administration of municipally owned streetlights.
42	Commit to an increase of streetlights and sidewalks targeting high-traffic areas and areas with high-density of diverse members.
43	Continue to work toward improving accessibility and connectivity of sidewalks and crosswalks.
44	Create public education campaign on safe practices regarding sidewalk-less communities.
45	Continue to actively promote and support community-based transportation providers including West Hants Dial-a-Ride and the Windsor Senior Citizen Bus Society.
46	Increase the support to enhance West Hants Dial-a-Ride to increase transportation capacity in the community
47	Implement pilots for accessible and regular transit in rural parts of the municipality and examine geographical distribution of services when making decisions. This could include working with neighboring communities.
48	Continue to explore opportunities and incentives for accessible taxi service.
49	Continue to explore opportunities to further expand community-based transportation services across the Municipality.

## FOCUS AREA #2. Increasing access to information, spaces, and programs

Action #	Action
50	Continue to promote and celebrate Access Awareness Week, taking place annually in the last week of May
51	Provide mandatory workplace training on accessible community spaces for persons facing disabilities. This training should be mandatory for Council, senior leadership, and all staff members - with an early focus on front-line staff members.
52	Train recreation, support, front-desk staff in the safe and proper use of adaptive recreation equipment. Ensure this training targets all staff who may speak with individuals about local programs or promote programs
53	Establish a dedicated stream of communication for accessibility-related information. Information should be available in digital and print formats.

# FOCUS AREA #3

## Combatting racism and discrimination

### What We Heard

Community members across the multiple engagement efforts shared real and vulnerable experiences of racism and discrimination occurring across public and municipal spaces. The examples shared by community members shed light on the very real experiences of racism and discrimination faced by individuals based on factors such as race, culture, gender identity, sexual orientation, age, ability, socioeconomic status, and other intersecting identities. This includes the experiences of Indigenous, African Nova Scotian, LGBTQ2IA+, and community members from vulnerable and equity-deserving communities.

While some in the community continue to believe that racism and discrimination are not an issue in West Hants, others emphasized the critical importance of a collective and shared understanding, and a responsibility by all to respond and act against issues of racism, discrimination and hate within the community. The noted experiences below is only a sample of some of the engagement responses where community members shared personal experiences where they experienced or witnessed racism or discrimination.

### Noted Experiences of Racism, Hate and Discrimination



Engagements laid out in the RAD Consulting report from 2022 highlighted experiences of environmental racism by Black and African Nova Scotian community members across West Hants neighbourhoods that are mostly populated by people of colour (e.g., three miles plains). This was further reinforced during the more recent engagements



Other engagement participants noted experiences where they witnessed community members openly expressing sentiments of hate, racism and discrimination against their fellow community members from diverse backgrounds in public and open spaces



Both in the RAD report and through engagements many expressed how LGBTQ2IA+ youth across the community felt unsafe or unwelcome in many community and public spaces. These youth feared being targeted for their sexual orientation or gender identify and called for more designated safe community spaces.

## FOCUS AREA #3. Combatting racism and discrimination

Action #	Action
54	Working with community groups create anti-racism, discrimination and hate learning and development resources (including training opportunities) that target the experience of multiple groups (e.g., LGBTQ2IA+, ANS, Indigenous community members)
55	Work collaboratively with community to develop an accessible anti-racism resource hub.
56	Create partnerships with community organizations that promote Racism-free communities, including working closely with these groups to identify what they need to increase their impact.
57	Develop, disseminate, and promote allyship education materials to municipal council members, community facing staff and community at large.
58	Identify regularly occurring gatherings, for example annual general meetings, events, and conferences, where anti-racism training and related conversations can be meaningfully incorporated.
59	Increased promotion for safe and free community and municipal spaces targeted to those who are experiencing homelessness or at-risk groups.
60	Collaborate with local businesses and community to create anti-racism learning opportunities.

## FOCUS AREA #3. Combatting racism and discrimination

Action #	Action
61	Increase training for front-line staff and Council on how to safely manage incidents of discrimination or hate in municipal spaces
62	Create shared understanding and common language regarding systemic racism and racial discrimination
63	Create and share clear mechanisms for reporting various incidents of discrimination or hate experienced within West Hants
64	Collect data on discrimination and hate incidents reported by the community
65	Report back to community and use the data on discrimination and hate incidents reported by the community to inform future initiatives, projects, and programs.
66	Require consideration for environmental racism and equity to be a standing component of all municipal decision making (including infrastructure, grants, etc.).

# FOCUS AREA #4

## Authentic partnership and community building

### What We Heard

Building strong community partnerships and continuing to enhance and strengthen community relationships is critical to the success of this Strategy.

During the engagements, we heard that there is a need to further build and strengthen community relationships and partnerships and allow for more opportunities to share in diverse cultures, promote greater diversity, and support communities across West Hants.

Achieving a truly inclusive municipality requires collaboration and shared effort. As noted by comment members, there must be a clear commitment to foster meaningful relationships with community organizations, advocacy groups, and residents to ensure diverse perspectives are included in decision-making processes.

By working together, we can leverage collective knowledge, resources, and expertise to create sustainable and impactful change. This collaborative approach will be crucial for implementing the actions outlined in this strategy and building a more equitable and accessible community for all.

## FOCUS AREA #4. Authentic partnership and community building

Action #	Action
67	Work with key members across the municipality to create, enhance, and promote community halls kitchen spaces. Ensure these spaces provide and target diverse cultures and communities.
68	Continue (or begin) to celebrate and promote African Heritage Month.
69	Promote universal access to culture through an accessible event framework that include guidelines on how to make events more accessible.
70	Consider grants or waiving fees to new food businesses to promote a multi-cultural food landscape within the municipality
71	Ensure there are seats dedicated to Indigenous and Black/ African Nova Scotians on diversity and inclusive communities committee to inform and support the work to address gaps in cultural representation and historical markers.
72	Create a plan and invest in ongoing engagement between WHRM and Glooscap First Nations to help ensure the actions within this plan address concerns and challenges experienced by Glooscap First Nations, its members, and individuals living and working in West Hants who are Indigenous.
73	Create and implement initiatives or activities that bring community members together to promote reduced isolation and increased feelings of inclusion and belonging (e.g., community kitchens, greater use of community breakfasts/dinners). Specific focus should be placed on vulnerable or isolated groups (e.g., seniors, LGBTQ2IA+ youth, ANS, Indigenous groups)

## FOCUS AREA #4. Authentic partnership and community building

Action #	Action
74	Work directly with Indigenous community or groups representing the Indigenous community to create or enhance dedicated spaces that reflect their cultural traditions and needs. This could involve supporting the development of Indigenous-owned and operated community centres, cultural spaces, or even the designation of specific areas within existing municipal facilities. Crucially, these spaces should be designed and governed by Indigenous people themselves.
75	Develop joint initiatives with Indigenous organizations and businesses to create programs and events that foster connection and community building. This could include cultural events, workshops, language classes, or intergenerational activities.

# FOCUS AREA #5

## Municipal Leadership, Programs and Services

### What We Heard

Through the engagement process, we learned about the vital role the Municipal leadership and programs and services play in the lives of community members.

The municipal staff and leadership are critical to achieving the goals of Equity, Anti-Racism, and Accessibility outlined in this strategy. The following actions focus on enhancing the municipality's internal capacity to drive meaningful change.

By prioritizing internal policy development, equitable hiring and training practices, and fostering diverse representation on municipal committees, the municipality demonstrates its commitment to anti-racism and inclusion.

This leadership sets a crucial example for the broader community, showing how organizations can adopt and implement practices that promote equity and dismantle systemic barriers.

## FOCUS AREA #4. Municipal Leadership, Programs and Services

Action #	Action
76	Explore opportunities to enhance the new role of access and inclusion coordinator to include system navigation duties to support the municipality in assisting community members and business with barriers to access and navigate services and supports (e.g., businesses looking to access grants etc.)
77	Collaborate with Indigenous communities, African Nova Scotian communities to support diverse business owners (e.g., through promoting local businesses and sharing materials, directory of diverse business owners).
78	Develop and advocate for a standard that guides local businesses to adopt a more equitable and inclusive practice throughout all stages of the recruitment and employment cycle (e.g. job posting, interviewing, onboarding, training for all staff and employee support).
79	Ensure compensation is provided when engaging with persons with lived expertise.
81	Always gather around food for diversity meetings, engagement sessions and events - using diverse food suppliers where possible.
81	Recruit and appoint a designated communication staff to support the development of a communication strategy in alignment with this plan and support ongoing community awareness of municipal programs and services
82	Amend communications plan to support the ongoing communication of the plan and its action items.
83	Increase awareness of municipal services and programs - particular to vulnerable and equity deserving communities

## FOCUS AREA #4. Municipal Leadership, Programs and Services

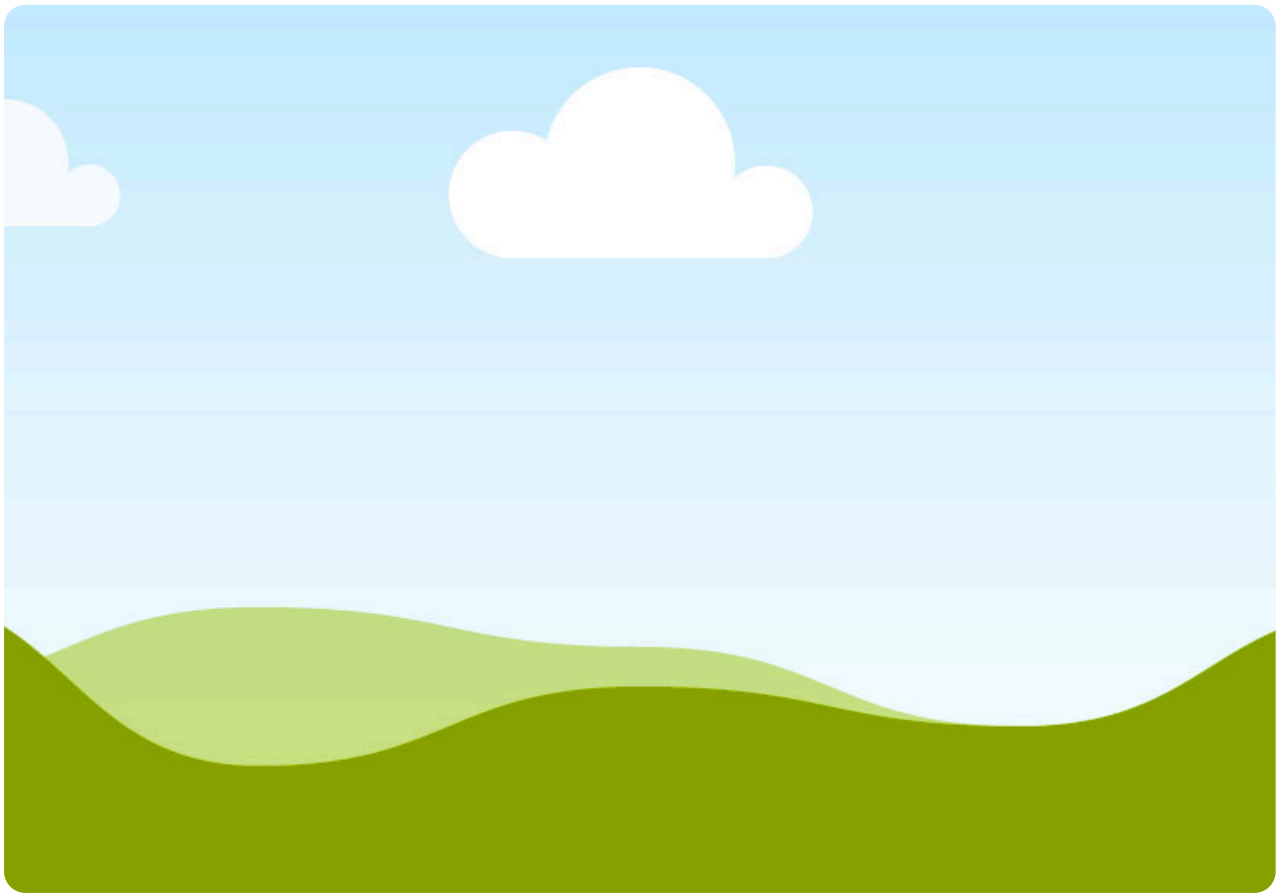
Action #	Action
84	Complete a review of all committees to ensure recruitment and membership includes diverse representation (e.g., youth, ANS communities, Indigenous representation, LGBTQ2IA+ representation).
85	Develop streamlined processes ensuring committees work does not delay or stall due to municipal elections (e.g., October 2028, October 2032, etc.)
86	Develop clear terms of reference and decision making process for committee, ensuring clarity on municipal processes and how best to action ongoing work.
87	Continue to actively work to increase the representation of people with disabilities on all municipal committees.
88	Explore opportunities for other diverse representation, including new Canadians, for Diverse and Inclusive communities committee
89	Deepen community connection pathways by developing indigenous and African Nova Scotian liaison positions to support the ongoing work needed to engage and work collaboratively with community members through the Diversity and Inclusive Communities committee.
90	Create a more accessible intake processes across all committees to recruit more diverse membership.

## FOCUS AREA #4. Municipal Leadership, Programs and Services

Action #	Action
91	Appoint designated diversity and accessibility lead position per department to provide accountability, oversight and leadership to the equity, anti-racism and accessibility efforts of the municipality, ensuring the advancement and monitoring of this strategy.
92	Recruit and access and Inclusion Coordinator position within the municipality to oversee responsibilities related to inclusion, equity, diversity, and accessibility.
93	Champion the recruitment and retention of Indigenous, black and diverse racialized people across municipal positions.
94	Develop a human resource and employment strategy that prioritizes actions around equitable hiring and culturally appropriate recruitment and retention efforts.
95	Include diverse hiring efforts and interest in diverse candidates and experiences in all job posting for municipality.
96	Undertake an anonymous survey to establish a baseline employee demographic and track the number of employees with disabilities, both diagnosed and self-identifying, with the intention of reflecting the diversity of the Municipality in the municipal workforce.
97	Diversity and cultural literacy training for mayor, councilors and staff should be implemented with the development of orientation and ongoing training for all groups.
98	Provide and promote ongoing opportunities for municipal staff to complete further accessibility training relevant to their assigned job duties and tasks.
99	Creation of a vision and mission around equity, diversity, anti-racism and accessibility for the municipality.
100	Add equity, diversity and inclusion component to tender, RFP, and municipal decision making process

## FOCUS AREA #4. Municipal Leadership, Programs and Services

Action #	Action
101	Develop a structured evaluation plan with metrics to accompany the equity, anti-racism and accessibility strategy, ensuring ongoing reporting, monitoring and communication of this strategy
102	Develop an anti-racism policy
103	Review all municipal policies from an Anti-racism lens and develop a framework for ongoing considerations
104	Implement strategy for the use of plain language and accessible document formatting in all municipal public facing documents - this should include training for all relevant staff
105	Review current communications (e.g. websites, newsletters, social media, printed materials etc.) to identify where gaps in visual representation of racialized, LGBTQIA2+, and other diverse groups of people exist. Develop a plan to perform this sort of review on a regular basis.
106	Advocate and support businesses in understanding and encourages ongoing community engagement with diverse communities on the provision of municipal services.



# COMMITMENT AND NEXT STEPS

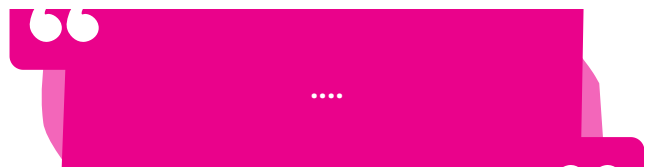
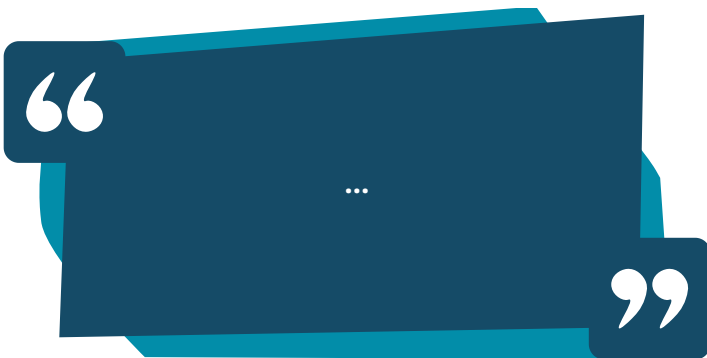
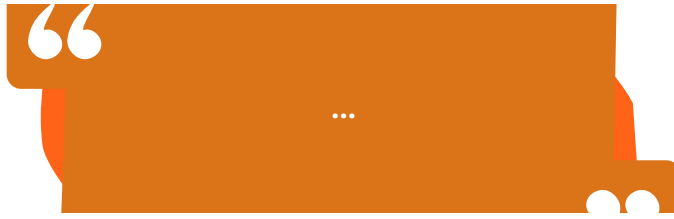


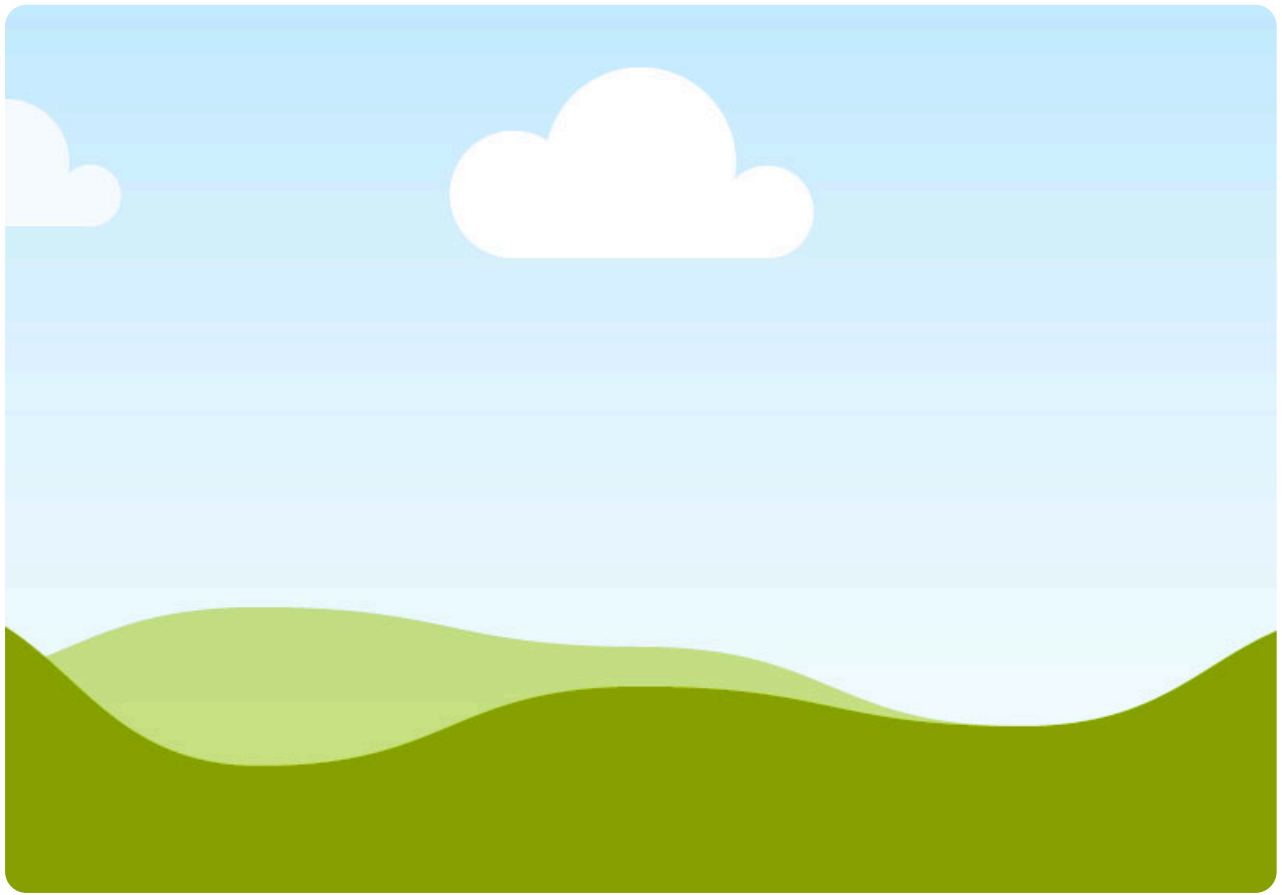
...  
Placeholder

# OUR COMMITMENT

...

# QUOTES





# APPENDIXES

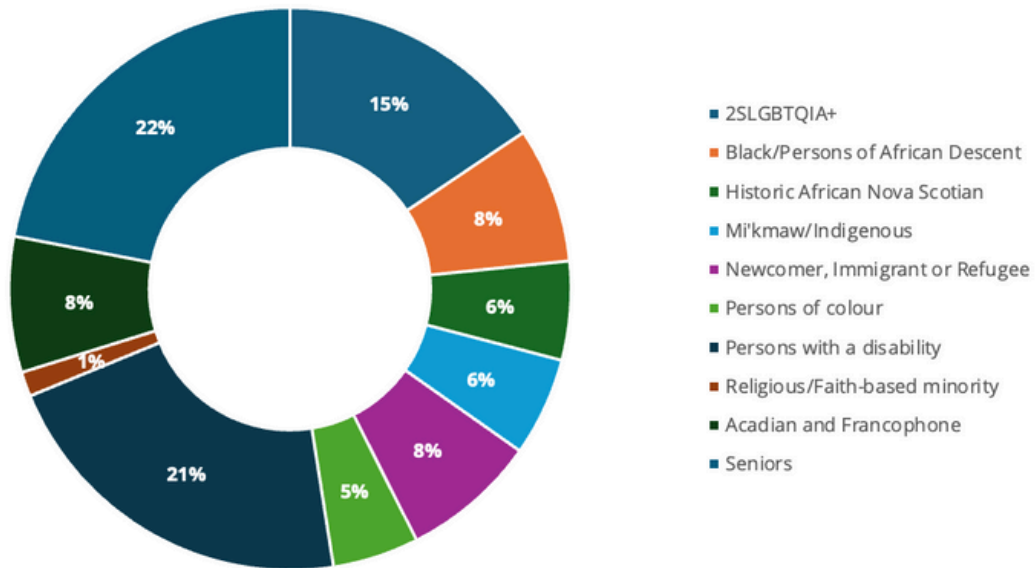


- Survey results
- Detailed Action Plan

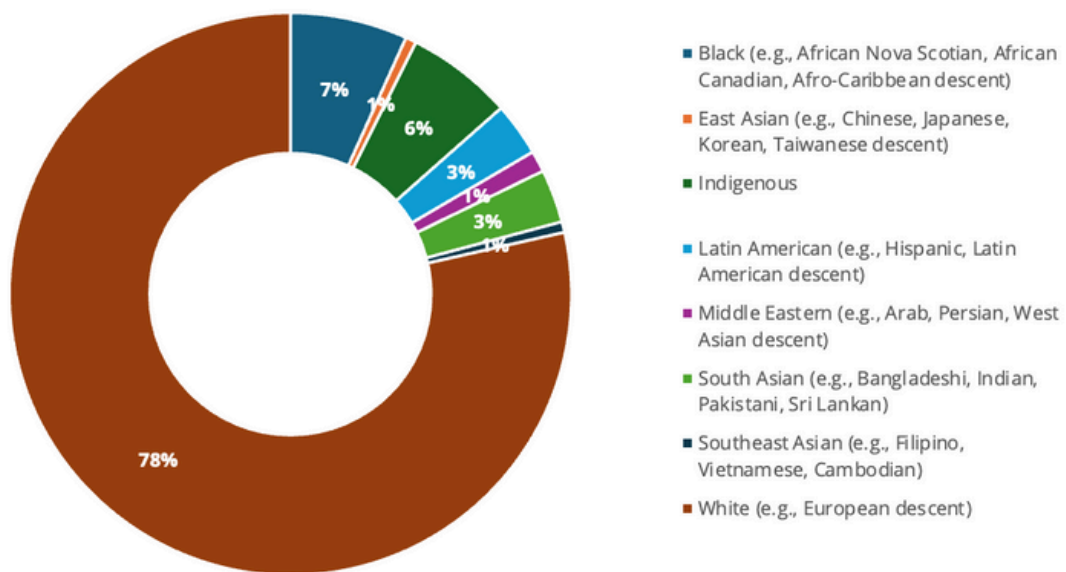
# SURVEY RESULTS

## Who participated

Do you identify as being part of any of the groups listed below?

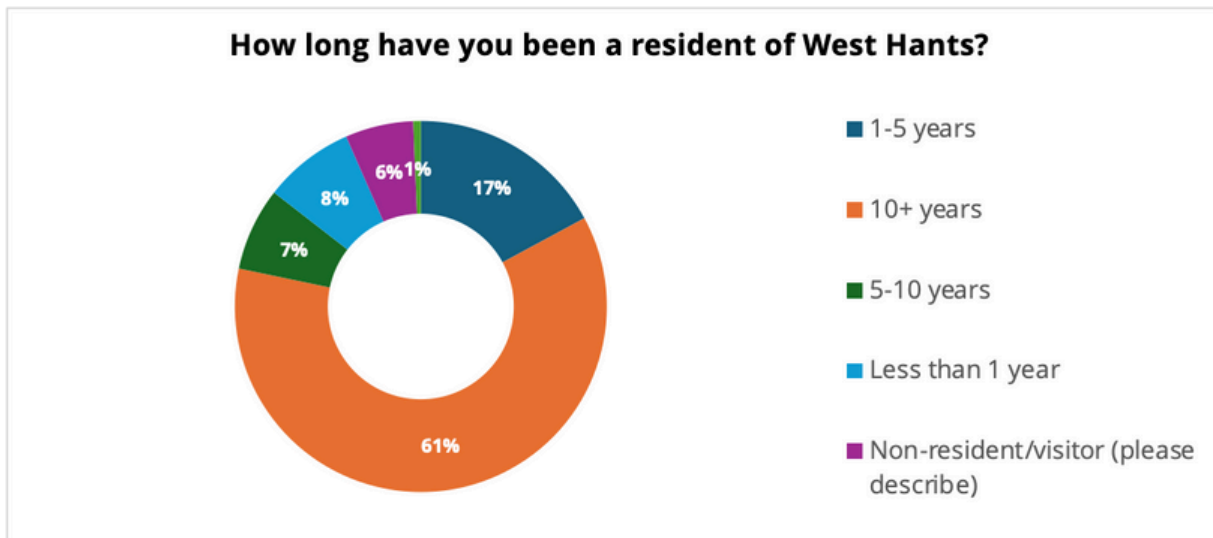
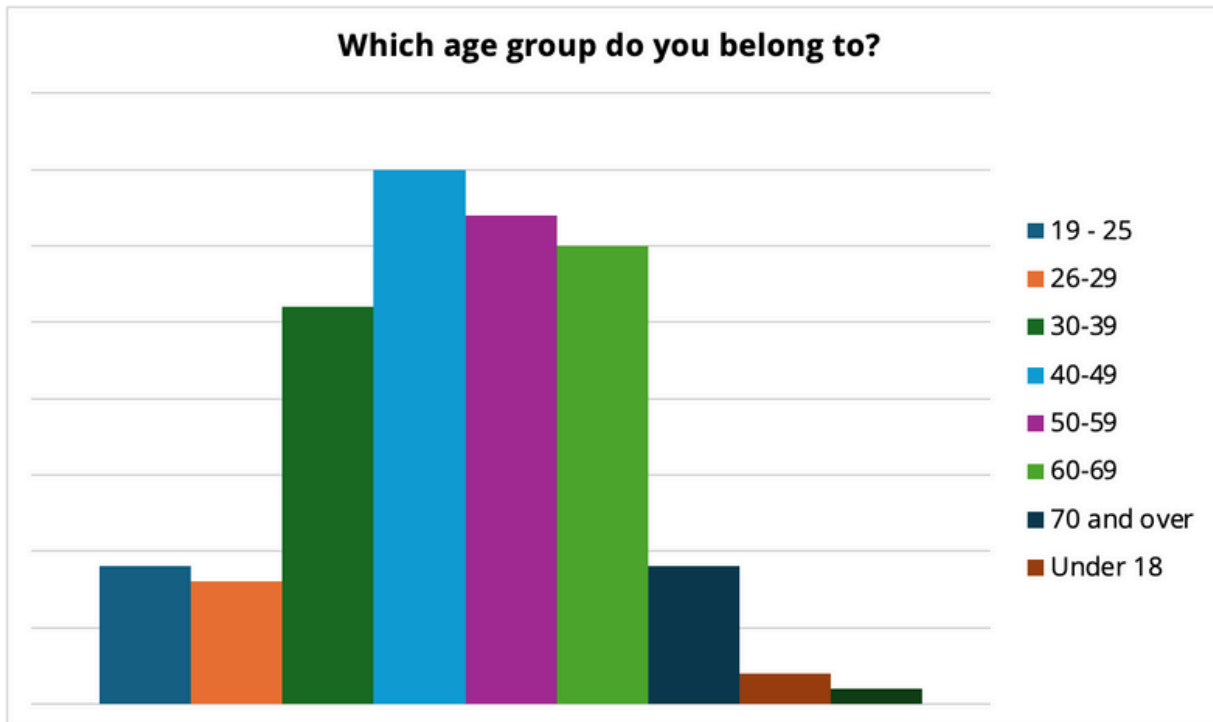


Do you identify as being part of any of the groups listed below?



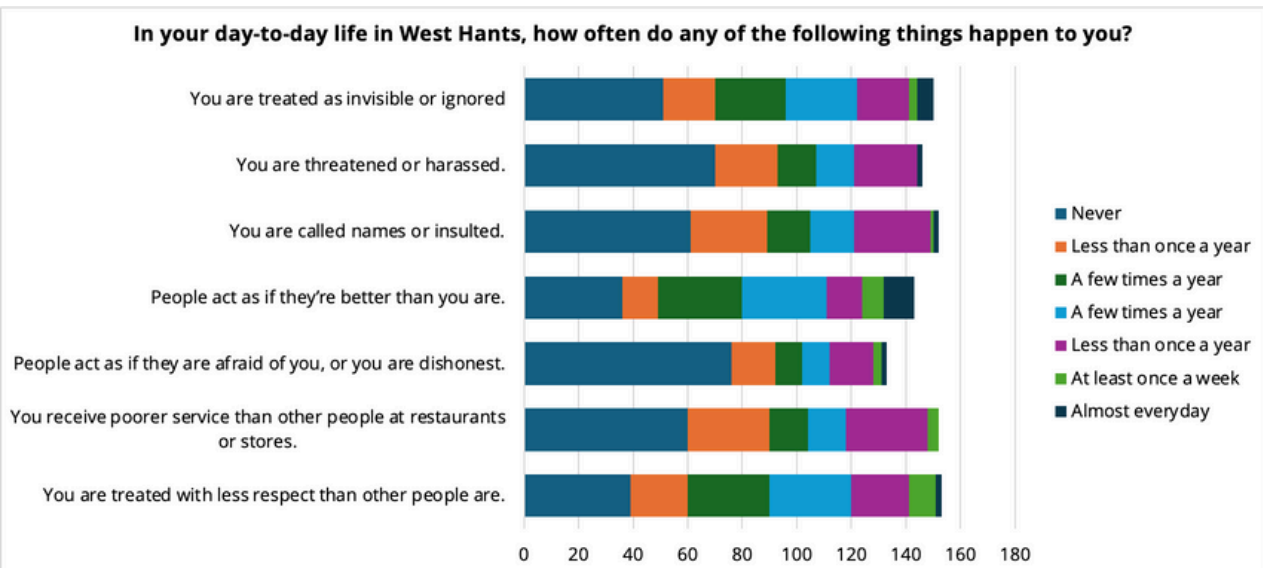
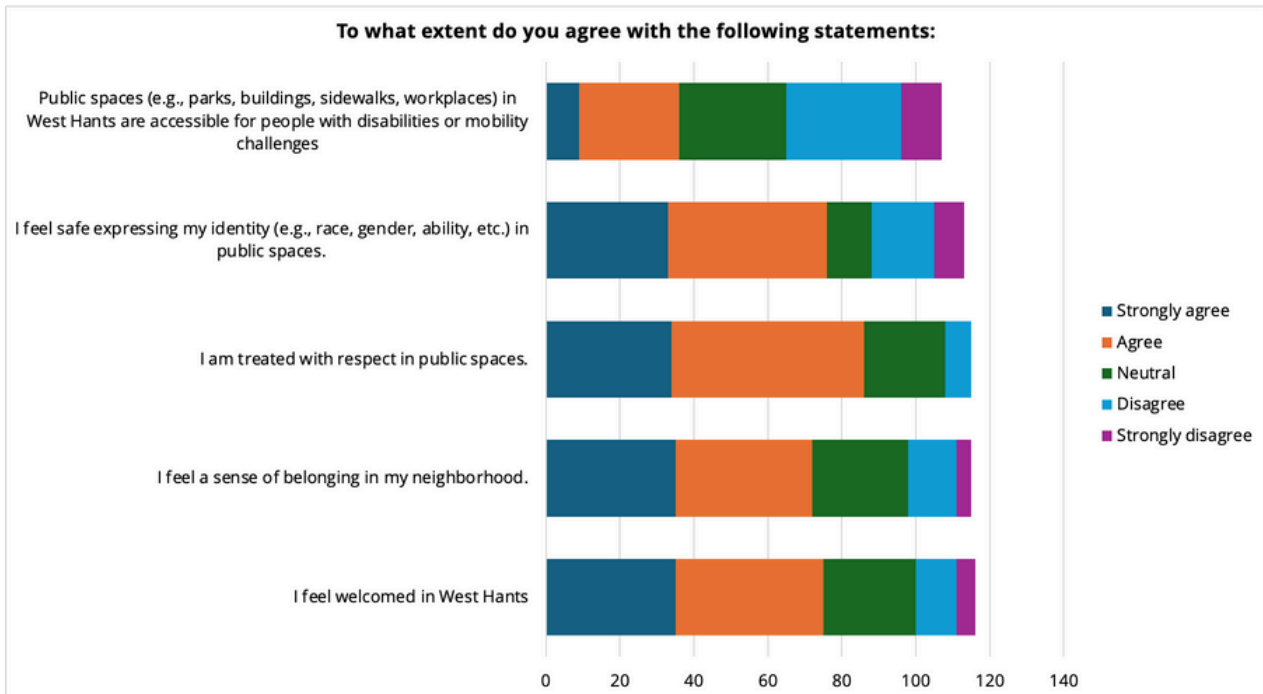
# SURVEY RESULTS

## Who participated



# SURVEY RESULTS

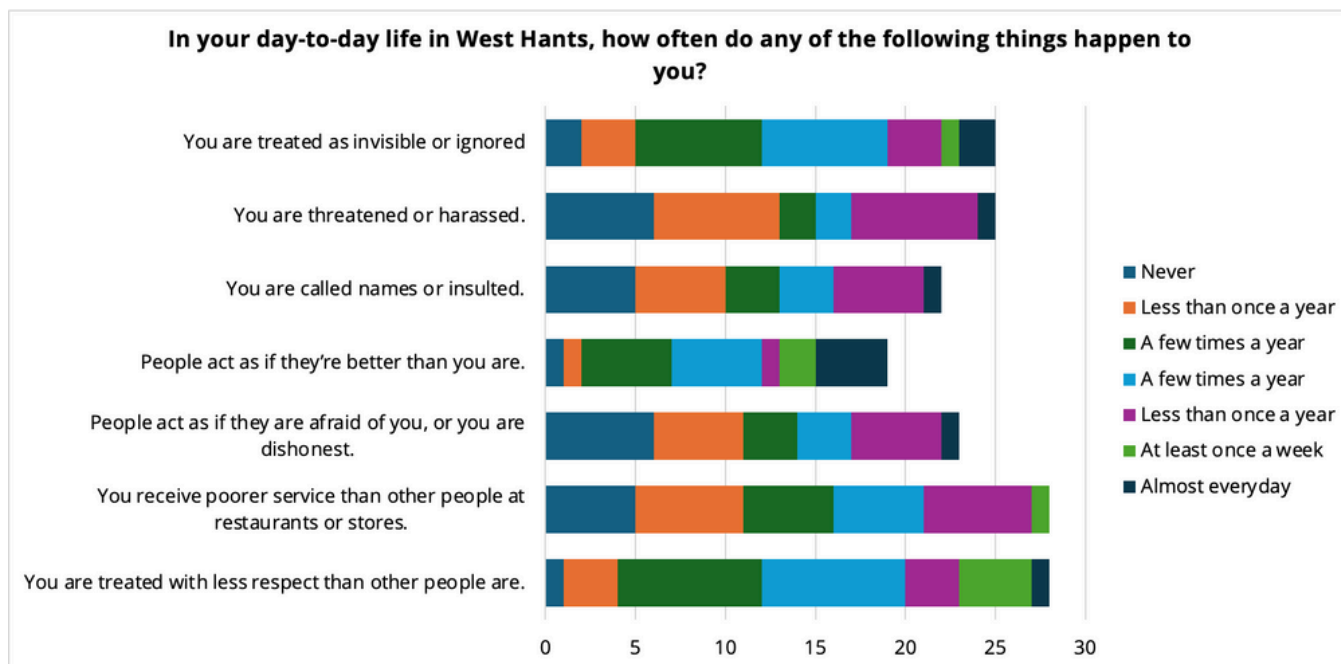
## Experiences



# SURVEY RESULTS

## Experiences

The experiences of under-represented and underserved communities differs than the experiences of the majority of people. For example, the diagram below outlines that a significant number of respondents who identify as 2SLGBTQIA+ experience discrimination at least a few times a year.





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