

Subject

**Council Procedures and Committees**

**GENERAL**

1. This policy is referred to as “*Council Procedures and Committees Policy.*”

**AUTHORITY FOR POLICY**

2. Sections 19-24, *Municipal Government Act*, as amended

**DEFINITIONS**

3. Except as defined below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.
  - a) “member” means any person appointed to a committee.

**RULES OF PROCEDURE**

4. This policy shall apply for all council and committee meetings.
5. The rules contained in the current edition of Robert’s Rules of Order Newly Revised, 12<sup>th</sup> Edition, shall apply in all circumstances except when not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

**MEETINGS**

6. **COMMITTEE OF THE WHOLE** – regular meetings shall be held on the second Tuesday of each month commencing at 10:00 a.m. in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
7. **MUNICIPAL COUNCIL** – regular meetings shall be held on the third Tuesday of each month commencing at 10:00 AM in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
8. **COMMITTEES OF COUNCIL** - may meet on an agreed upon regular schedule (posted on the county’s website) or at such time and place as agreed upon by a majority of committee members.
9. Notice is not required for regular council and committee meetings held on the normal date and at the normal time / place.
10. Notice is required for special meetings or regular meetings held on a different date or at a different place / time by providing notice to members and posting three or more days in advance at the municipal office(s) and on the county website.
11. No regular council or committee meetings shall be scheduled during the month of August.
12. All meetings shall be open to the public and no person shall be excluded except for improper conduct at the discretion of the chair.
13. Council and committees may meet in closed session (in camera) to discuss confidential matters as permitted by the *Municipal Government Act* and regulations.

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**VIRTUAL MEETINGS**

14. Council and committee meetings may be conducted by electronic means as permitted by the *Municipal Government Act* and regulations. At least two days prior to the meeting, notice must be given to the public respecting the way in which the meeting is to be conducted in accordance with the requirements of the *Municipal Government Act* and regulations.
15. A councillor or committee member may participate in a meeting by electronic means as permitted by the *Municipal Government Act* and regulations. The member shall be deemed to be present and shall be counted for quorum.
16. If unanticipated technological problems prevent a councillor or committee member from participating in a meeting in its entirety, they shall be considered absent from the meeting and shown as absent with permission.
17. If a member becomes disconnected from the meeting due to technical problems, the minutes shall reflect they left the meeting at the time of the disconnection.

**COMMITTEES OF COUNCIL**

18. Municipal Council may establish committees to perform the duties conferred on them by the *Municipal Government Act*, other provincial statutes, and bylaws or policies of the municipality.
19. **Standing committees** work on a continuous basis and members are appointed for two years commencing in November following each municipal general election or bi-annual election anniversary. These committees include:
  - a) Annapolis County Source Water Protection Advisory Committee - membership and mandate by policy
  - b) Audit Committee – membership and mandate by policy
  - c) Climate Change Action Plan Committee – membership and mandate by policy
  - d) Committee of the Whole – Acts in an advisory capacity to council, and receives reports or recommendations from staff, boards and committees. The chair of the Committee of the Whole is the deputy warden, and the secretary is the clerk (or designate). Committee of the Whole takes action on such matters as are delegated to it including but not restricted to:
    - 1) periodic review of bylaws and policies and such consideration shall be deemed as fulfilling the requirement for seven days' notice to municipal council; and
    - 2) exercising authority pursuant to Part XV-Dangerous or Unightly Premises of the *Municipal Government Act* that is not delegated to the administrator, as set out in relevant policy.
  - e) Fences Arbitration Committee – Mandate and membership is pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*. Annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If committee does not meet during the calendar year, appointees shall receive an honorarium of \$50.

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- f) Fire Services Committee - Mandate is to advise and make recommendations concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality. Membership consists of two councillors and two or more invited representatives of the Annapolis County Fire Services Executive.
- g) Physician Recruitment & Retention Committee – Mandate includes supporting community recruitment and retention activities for medical personnel: physicians and nurse practitioners. Membership consists of four councillors.
- h) Planning Advisory Committee - membership and mandate by policy
- i) Nominating Committee - Mandate of the committee is to recommend appointments of councillor or citizen members to committees, working groups and boards. Four members form the inaugural Nominating Committee, including the Warden. This committee shall be chaired by the Warden.

20. **Ad Hoc Committees of Council** - may be established by council as deemed necessary and advisable to provide input on matters of timely consideration. Such committees shall be for a limited time period, not exceeding one year, and cease to exist as soon as council receives and accepts a final report.

**PROVISIONS FOR COMMITTEES OF COUNCIL**

21. The following provisions shall apply to all Committees of Council, except where a policy specifically provides otherwise:

- a) Members appointed to committees serve at the pleasure of council.
- b) Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.
- c) Except as otherwise determined by statute, bylaw or policy, every person shall be qualified for appointment as a citizen member who meets the qualifications of the *Citizen Appointments to Committees Policy*.
- d) Unless otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of a committee, upon recommendation of the Nominating Committee.
- e) If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.
- f) A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

**JOINT AND REGIONAL COMMITTEES**

22. Municipal Council shall appoint councillors to serve as members on the following joint or regional committees / working groups:

- Annapolis County Inter-municipal Working Group (2 council members)

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- Annapolis County Joint Police Advisory Board (2 council members)
- Inter-municipal Working Group for Valley Waste and Kings Transit (1 council member / 1 alternate council member)
- Regional Emergency Management Organization Advisory Committee (2 council members including Warden or designate)

**REPEALS**

- *AM-1.2.0.1 Council Videoconferencing Policy*, adopted by Municipal Council of the County of Annapolis on April 19, 2022, is hereby repealed.
- *Policy 116 Committees of Council and Council Meetings-Procedures*, adopted by Municipal Council of the County of Annapolis on Sept. 17, 2024, is hereby repealed.

Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

*Seven (7) Day Notice* ..... **January 14, 2025**  
*Council Approval* ..... **January 21, 2025**

***Chris McNeill***

Chief Administrative Officer

***January 21, 2025***

Date

***At Annapolis Royal Nova Scotia***