



Climate Action Committee Excerpt  
July 22, 2026

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**Report Form Template: Amendments for Environmental Considerations**

The *Greenhouse Gas Emission Local Action Plan* and the Climate Action Committee 2026-27 Work Plan include action items pertaining to the recommendation. The current report format, as approved by Council in the *Meeting and Committee Procedural Policy* (the “Policy”), does not require or encourage Council and staff to consider the environmental, sustainability, and climate change implications of recommendations and decisions. A standardized environmental lens on all reports would ensure that everyday decisions consider the potential impacts of any issue or discussion on the environment. This recommendation also aligns the Municipality with reporting guidelines from the Provincial and Federal Governments for funding opportunities. Assessing the impacts of climate change on a regular basis will help the Municipality make investments in the present to avoid future costs and promote a more sustainable, resilient community.

**The recommended motion was...**

**...THAT THE CLIMATE ACTION COMMITTEE RECOMMENDS THAT COUNCIL DIRECT STAFF TO AMEND APPENDIX A “REPORT FORM” OF THE *MEETING AND COMMITTEE PROCEDURAL POLICY*, IN A MANNER SUBSTANTIVELY THE SAME AS OUTLINED IN THE STAFF REPORT TITLED “REPORT FORM TEMPLATE: AMENDMENTS FOR ENVIRONMENTAL CONSIDERATIONS”, DATED JULY 22, 2026.**

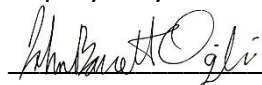


## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Deputy Mayor Francis and Members of the Climate Action Committee

**Submitted by:**

  
John Ogilvie, Climate Action Coordinator

\_\_\_\_\_  
Jessica Norman, Environment and Energy Programs Intern

**Date:** 2026-07-22

**Subject:** Report Form Template: Amendments for Environmental Considerations

### LEGISLATIVE AUTHORITY

N/A

### RECOMMENDATION

...that the Climate Action Committee recommends that Council direct staff to amend Appendix A “Report Form” of the *Meeting and Committee Procedural Policy*, in a manner substantively the same as outlined in the staff report titled “Report Form Template: Amendments for Environmental Considerations”, dated July 22, 2026.

### BACKGROUND

|                                   |                                         |                                                 |                                 |                                   |                                              |
|-----------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------------|-----------------------------------|----------------------------------------------|
| Property <input type="checkbox"/> | Public Opinion <input type="checkbox"/> | Environment <input checked="" type="checkbox"/> | Social <input type="checkbox"/> | Economic <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|-----------------------------------|-----------------------------------------|-------------------------------------------------|---------------------------------|-----------------------------------|----------------------------------------------|

The West Hants Regional Municipality (WHRM) *Greenhouse Gas Emission Local Action Plan* includes two (2) action items pertaining to the recommendation:

- Item 5.4: Make renewable energy investments and sustainability practices (current and future) ‘visible’ and known to the community; and
- Item 5.5: Explore options to include anticipated greenhouse gas (GHG) emissions in staff reports for Council and Committees.

Additionally, the Climate Action Committee (CAC) 2026-27 Work Plan includes an item to “explore including anticipated GHG emissions in staff reports for Council and Committees”. The current report format, as approved by Council in the *Meeting and Committee Procedural Policy* (the “*Policy*”), does not require or encourage Council and staff to consider the environmental, sustainability, and climate change implications of recommendations and decisions.

## **DISCUSSION**

WHRM is quickly approaching deadline for the Council approved goal of reducing GHG emissions by 45% by 2030, as well the Provincial and Federal mandates of net zero emissions by 2050. Services and infrastructure are at increasing risk due to the severe and frequent impacts of climate change including flooding, drought, sea level rise and erosion, wildfire, hurricanes, and erratic freeze thaw cycles. As the climate changes, it becomes more important to ensure that environmental considerations are part of everyday decision making. This pertains to both streams of climate action: mitigation (i.e. reducing emissions) and adaptation (i.e. increasing resilience).

The WHRM report form, outlined in Appendix A of the *Policy*, indicates priority topics to be considered for balanced decision making. When staff, councillors, or resident members make recommendations to Committees and Council, the template directs the major considerations to be included such as Financial Implications and Diversity, Equity, Inclusion, and Accessibility Considerations. These sections enable Council to have a holistic view of the topic being discussed and what impacts it may have on the Municipality, operations, and the public. Additionally, at the end of each report, Council is provided with a reference from Appendix C of the *Policy* as a reminder of the principles highlighted for good decision making. One of the lenses through which issues should be assessed is the environment.

A standardized environmental lens on all reports would ensure that everyday decisions consider the potential impacts of any issue or discussion on the environment. Including more consistent in-depth discussion of environmental considerations will ensure staff, resident members, and Council are well informed and projects are analyzed critically to ensure long term sustainability. This recommendation also aligns the Municipality with reporting guidelines from the Provincial and Federal Governments for funding opportunities, which often require an environmental lens to be applied to projects. Additionally, an environmental lens will serve as an opportunity for education. Including this section in projects and proposals that will be reviewed and discussed through several parties (i.e. staff, Committees, and Council) allows opportunities for learning skills, concepts and techniques applicable to emissions reduction, risk management, and resilience.

According to a 2022 report by the Canadian Climate Institute, Canada’s leading climate change policy research organization, each dollar spent on climate risk reduction saves on average \$13-\$15 in direct and indirect economy-wide benefits. Assessing the impacts of climate change on a regular basis will help the Municipality make investments in the present to avoid future costs and promote a more sustainable, resilient community.

The Environmental Considerations report form section could be structured similarly to the Financial Implications and Diversity, Equity, Inclusion, and Accessibility Considerations sections with flexibility for various situations. For some discussions, such as a policy or financial issue, there may be no impacts to the environment which can be noted in the report. Other issues may require more consideration of options and impacts to emissions and/or resilience. Should Council approve the recommended amendments, staff will develop guidelines akin to those for the Diversity, Equity, Inclusion, and Accessibility Considerations section to help report authors and reviewers fill out Environmental Considerations.

## **NEXT STEPS**

If the Committee makes the recommendation, staff will prepare a recommendation for the July 28, 2026, Council meeting.

## **FINANCIAL IMPLICATIONS**

Amending the report form template will not result in direct financial implications for the Municipality; however, amendments may encourage positive and/or negative financial implications in the long-term as Council and staff consider different options for various projects and issues due to climate change and the environment.

## **DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS**

Amending the report form template will not result in direct impacts to diversity, equity, inclusion, or accessibility within WHRM. However, underrepresented, vulnerable, and equity deserving communities often bear the worst impacts of climate change and have the least ability or means to respond. Should Council approve the recommended amendments, regularly applying an environmental lens to issues, projects and discussions will go hand in hand with assessing diversity, equity, inclusion, and accessibility considerations.

## **ALTERNATIVES**

The Committee may:

- make the recommendation to Council with specific amendments;
- request further information on a specific topic; or
- provide alternate direction to staff.

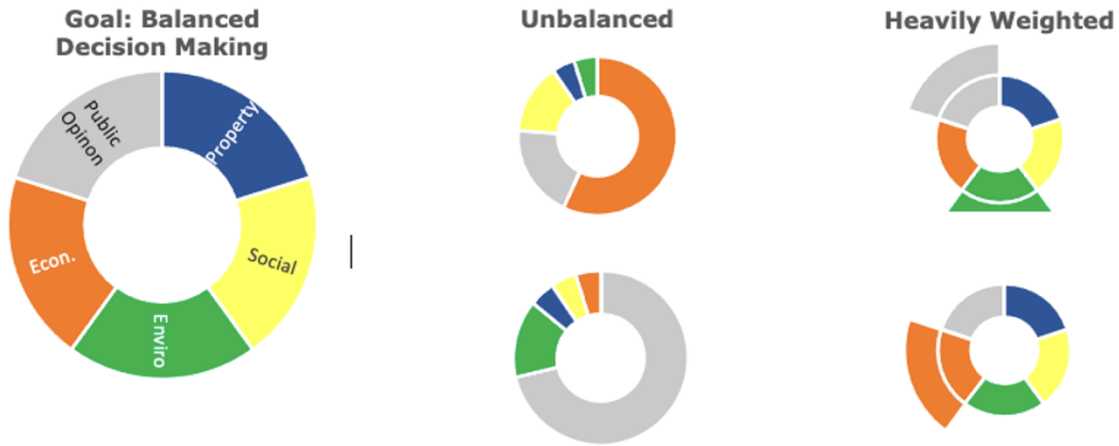
## **ATTACHMENTS**

**Attachment A**      Draft Amended WHRM *Meeting and Committee Procedural Policy*, Appendix A “Report Form”

**Attachment B**      WHRM *Meeting and Committee Procedural Policy*

## **REVIEW**

The Committee has been provided with a reference taken from the *Meeting and Committee Procedural Policy*, Appendix C “Decision Making by Council and Committee of the Whole”, as a reminder of the principles highlighted for good decision making.



Report Prepared by: John Ogilvie  
John Ogilvie, Climate Action Coordinator

Report Prepared by: \_\_\_\_\_  
Jessica Norman, Environment and Energy Programs Intern

Report Approved by: \_\_\_\_\_  
Sara Poirier, Director of Planning and Development



## ATTACHMENT A

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

RCOGE-003.00

#### 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"/> |
|--------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** (Name of Committee)

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

**Date:** (Date)

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

#### LEGISLATIVE AUTHORITY

(State where authority 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"/> |
|-----------------------------------|-----------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|----------------------------------------------|

(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

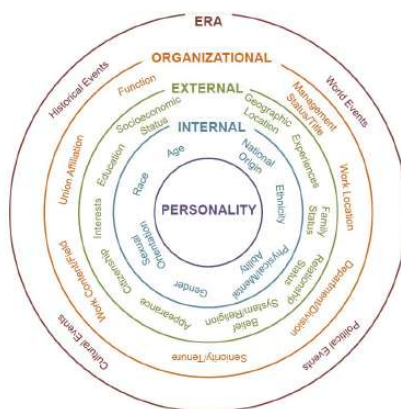
(State what will be done next if anything.)

## FINANCIAL IMPLICATIONS

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

## DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

(Inform of any material DEIA implications it may have on the Municipality, or to residents, if anything.)



## ENVIRONMENTAL CONSIDERATIONS

(Inform of any implications it may have on the environment, climate change, or current or future climate plans of the Municipality i.e. greenhouse gas emissions, community risk and resilience, etc.)

## 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



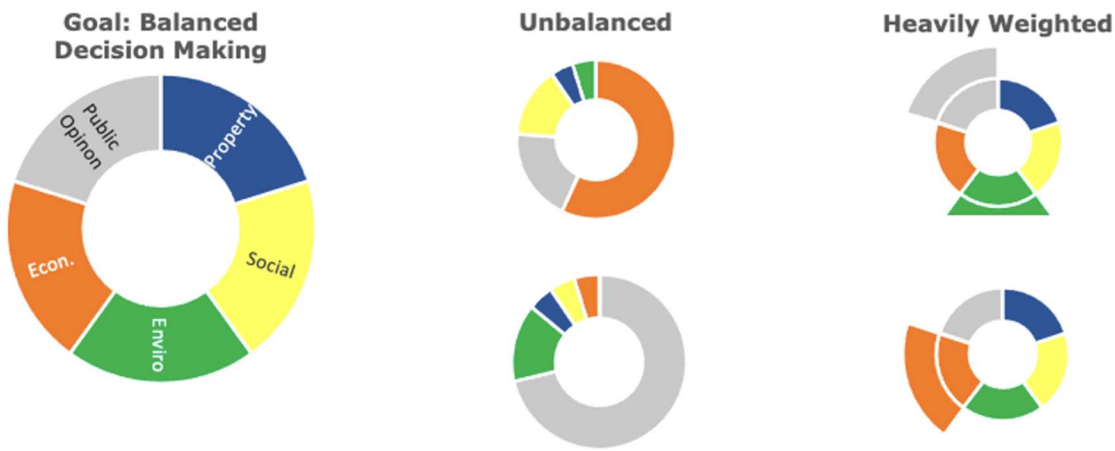
West Hants

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

RCOGE-003.00

(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.)

*Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.*



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

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

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



## ATTACHMENT B

### 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.



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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.

- 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
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is deemed not reasonable that quorum will be present within a reasonable time, the meeting will be cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.
- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

## 6. Election Process for Deputy Mayor, Chair or Vice-Chair

- 6.1. At the first meeting of Council held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
  - a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
  - b) Councillors may nominate themselves or a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
  - c) after the third and final call for nominations, the Mayor will declare nominations closed;
  - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
  - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
  - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
  - g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;

- 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.



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- 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;



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- 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 been 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.



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**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.



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- 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.



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- 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;

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- 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
  - 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:

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- 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 7 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
  - 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.

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**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.

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**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 there of, 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 & 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
  - h) Bear Lake/Everwind Community Liaison Committee
  - i) Housing Coalition 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;



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

RCOGE-003.00

- 
- 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"/> |
|--------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** (Name of Committee)

**Submitted by:** \_\_\_\_\_



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

RCOGE-003.00

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(Name and Title)

**Date:** (Date)

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

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**LEGISLATIVE AUTHORITY**

(State where authority 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<br>Opinion <input type="checkbox"/> | Environment <input type="checkbox"/> | Social <input type="checkbox"/> | Economic <input type="checkbox"/> | Councillor<br>Activity<br><input type="checkbox"/> |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|----------------------------------------------------|

(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**

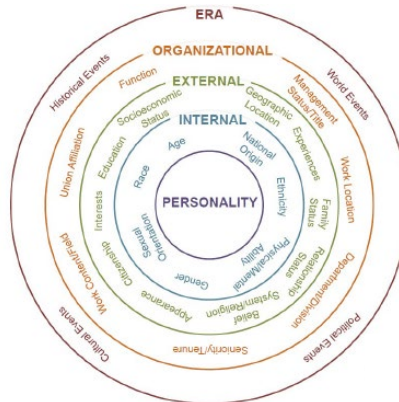
(State what will be done next if anything.)

**FINANCIAL IMPLICATIONS**

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

**DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS**

(Inform of any material DEIA implications it may have on 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.)

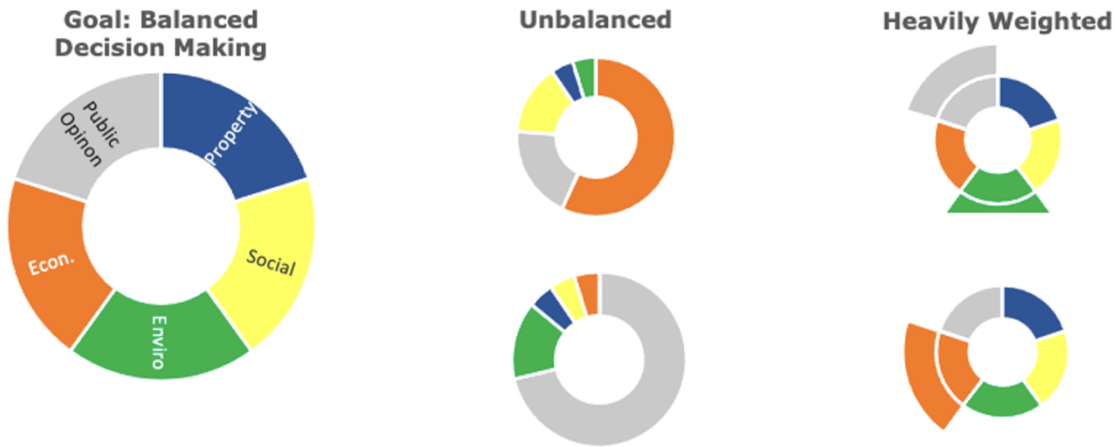


West Hants

**WEST HANTS REGIONAL MUNICIPALITY**  
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RCOG-003.00

*Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.*



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                            |



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

RCOGE-003.00

West Hants

|             |                             |     |     |     |          |     |    |
|-------------|-----------------------------|-----|-----|-----|----------|-----|----|
|             | 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

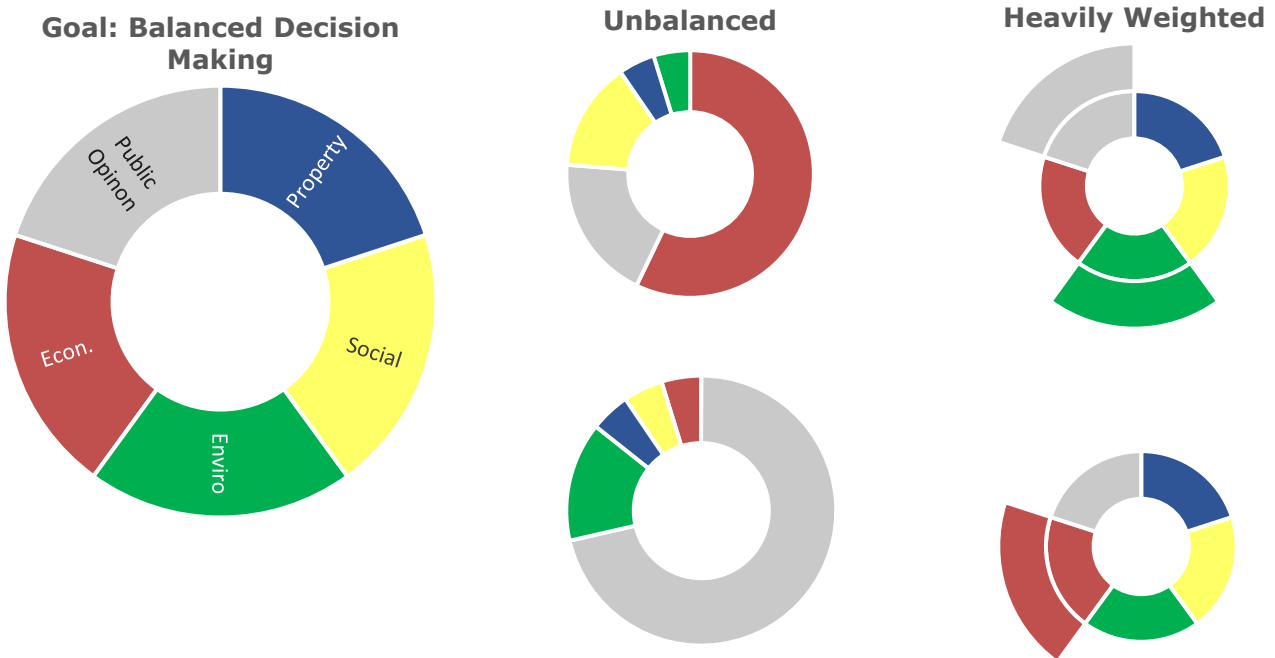
Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and 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.



### Diversity, Equity, Inclusion, and Accessibility Guidelines (DEIA)

#### Community Engagement Checklist

- ☐ Relevant underrepresented groups were identified
- ☐ Underrepresented communities were informed and meaningfully involved
- ☐ Engagement methods considered who may have been missed
- ☐ Engagement approaches supported inclusion and accessibility

#### Recommendation Checklist

- ☐ Recommendations address inequitable or disproportionate impacts
- ☐ Outcomes improve (or do not reduce) access to municipal services
- ☐ Recommendations support diversity, equity, inclusion, and accessibility
- ☐ Progress and outcomes can be tracked or evaluated
- ☐ Recommendations reflect community input and perspectives
- ☐ Barriers were reviewed and addressed where possible

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### **Discussion Checklist**

- ☐ Community experiences and perspectives were considered
- ☐ Historical and systemic inequalities were acknowledged
- ☐ Evidence of inequality (quantitative and qualitative) was reviewed
- ☐ Data reflects population diversity, where possible
- ☐ Findings include multiple perspectives, not only quantitative data

### **Risk Consideration Checklist**

- ☐ Potential negative impacts on communities were considered
- ☐ Impacts on underrepresented groups were assessed
- ☐ Recommendations support long-term equity and inclusion
- ☐ Alignment with existing policies and programs was reviewed
- ☐ Opportunities to strengthen equitable outcomes were identified

## **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) member 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 nine (9) members: the Mayor, five Council members, and three 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 as 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

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**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 by the 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 ten (10) members as follows: three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) 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.

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- 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.



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- 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**

### **Diverse, Equitable, 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.



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**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 0**

**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.

### **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.

## **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.

### **APPENDIX P**

Bear Lake Wind Project Community Liaison Committee (CLC)

### **APPENDIX Q**

Housing Coalition Committee (HCC)

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## **1. OFFICIAL NAME**

Housing Coalition Committee (HCC)

## **2. MEMBERS**

The Committee will consist of members as follows: representative(s) from Caremongers, West Hants Unhoused Group, Harvest House Community Outreach Centre, Nova Scotia Provincial Housing Agency – Seniors Housing, Family Resource Centre of West Hants, West Hants Uniacke Community Health Board (WHUCHB), Peer Outreach Support Services & Education (POSSE), the MLA, all other local and neighbouring organizations/groups that support the unhoused community and one (1) member of Council and an Alternate member of Council.

## **3. GOALS**

The primary goal of the Housing Coalition is to convene local service providers in a collaborative forum to share information, build a shared understanding of available resources, and develop a coordinated, collective approach to addressing homelessness. Through inclusive collaboration, the Coalition ensures that all service providers have a voice and that the lived experiences of individuals facing homelessness inform planning and decision-making.

By strengthening partnerships locally and regionally, the Coalition advances a coordinated approach to homelessness in West Hants, identifies opportunities to access funding and resources beyond Windsor, and explores partnerships with provincial agencies and non-profit or for-profit organizations to address community needs, including shelter operations.

In support of this work, the Municipality acts as a facilitator and partner by supporting collaboration, sharing information, providing meeting space where feasible, and assisting in identifying provincial and external funding opportunities, promoting coordination, strengthening partnerships, and supporting long-term, community-based solutions.

## **4. GOVERNANCE**

The role of the Councillor appointed to the committee is to act as a liaison between the Housing Coalition and Municipal Council by providing regular updates, advice, and information on initiatives, partnerships, and actions undertaken to support unhoused individuals in West Hants. The Councillor brings forward issues, progress, and recommendations arising from the committee's work to Council to support informed decision-making and municipal alignment with community efforts.

## **RELATED POLICIES, PROCEDURES AND LEGISLATION**

RCOG-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 **26<sup>th</sup>** day of **May 2026**.

*Deanna Snair*

Deanna Snair Municipal Clerk

| <b>Adoption</b>                                                                                                                                                                                                                              |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <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.                                             |                   |
| <b>First Amendment</b>                                                                                                                                                                                                                       |                   |
| <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.                                                                           |                   |
| <b>Second Amendment</b>                                                                                                                                                                                                                      |                   |
| <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.                                                                                                      |                   |
| <b>Third Amendment</b>                                                                                                                                                                                                                       |                   |
| <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. |                   |
| <b>Fourth Amendment</b>                                                                                                                                                                                                                      |                   |
| <i>Notice to Council:</i>                                                                                                                                                                                                                    | April 12, 2022    |



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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |
| <b>Fifth Amendment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |
| <i>Notice to Council:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | June 14, 2022      |
| <i>Approval:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | June 28, 2022      |
| <i>Description:</i> 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 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.<br>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.<br>Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms.<br>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.<br>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. |                    |
| <b>Sixth Amendment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |
| <i>Notice to Council:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | July 12, 2022      |
| <i>Approval:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July 26, 2022      |
| <i>Description:</i> 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.<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |
| <b>Seventh Amendment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |
| <i>Notice to Council:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | September 13, 2022 |



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| <i>Approval:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>September 27, 2022</i> |
| <i>Description:</i> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |
| <b><i>Eighth Amendment</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |
| <i>Notice to Council:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>October 11, 2022</i>   |
| <i>Approval:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>October 25, 2022</i>   |
| <i>Description:</i> 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)<br>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. |                           |
| <b><i>Ninth Amendment</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| <i>Notice to Council:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>January 10, 2023</i>   |
| <i>Approval:</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>January 24, 2023</i>   |
| <i>Description:</i> 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."<br>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."<br>a) One or more Council or Committee member 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***

*Notice to Council:*

*January 9, 2024*

*Approval:*

*January 23, 2024*

*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 co-operatively 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*

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| <i>Notice to Council:</i> | <i>July 24, 2024</i> |
| <i>Approval:</i>          | <i>July 24, 2024</i> |

*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*

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

*Description:* Amend **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.

### *Thirteenth Amendment*

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|---------------------------|--------------------------|
| <i>Notice to Council:</i> | <i>February 11, 2025</i> |
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| <i>Approval:</i> | <i>February 25, 2025</i> |
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Description: Amend Appendix K, Section 3.1: Committee composition to read “the committee will consist of ten (10) members as follows: three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

### *Fourteenth Amendment*

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| <i>Notice to Council:</i> | <i>April 8, 2025</i> |
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| <i>Approval:</i> | <i>April 22, 2025</i> |
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| Description: Amend the Policy to include an Appendix P for the Bear Lake/Everwind Project Community Liaison Committee (CLC) and include a term of reference as set out by the committee once they are established.                                                                                                                                                                                                                                                                                                |                             |
| <b><i>Fifteenth Amendment</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <b><i>Notice to Council:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><i>May 13, 2025</i></b>  |
| <b><i>Approval:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><i>May 27, 2025</i></b>  |
| Description: Amend the Policy to reflect housekeeping amendments to the Climate Action Committee Terms of Reference, many of which involved adding the WHRM GHG Emissions Local Action Plan to the committee referenced plans, deliverables and goals as the plan guides much of the committee's action work in conjunction with the CCCAPs. Change the name of the Diverse and Inclusive Communities Committee to the Diverse, Equitable, and Inclusive Communities Committee.                                   |                             |
| <b><i>Sixteenth Amendment</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
| <b><i>Notice to Council:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><i>July 8, 2025</i></b>  |
| <b><i>Approval:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><i>July 22, 2025</i></b> |
| Description: 1. Amend Appendix E Section 4.2 for Audit Committee to increase its composition of the Committee from three members of Council to six members of Council and its resident representation from two members to three.<br>2. Amend the Meeting and Committee Procedural Policy, within section 12.27 reducing the notice period required for a motion of reconsideration by replacing the text 'at least 14 days prior to the next meeting' with the text, 'at least 7 days' prior to the next meeting. |                             |
| <b><i>Seventeenth Amendment</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b><i>Notice to Council:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><i>May 12, 2026</i></b>  |
| <b><i>Approval:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><i>May 26, 2026</i></b>  |
| Description: Amend the Policy to reflect the addition of the Diversity, Equity, Inclusion and Accessibility Considerations (DEIA) and wheel.<br>Amend the policy to include an Appendix Q for the Housing Coalition.                                                                                                                                                                                                                                                                                              |                             |