



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY**

**Diverse, Equitable and Inclusive Communities Committee - Meeting Agenda**

**JANUARY 12, 2026 - 6:00 p.m. AMENDED 2026-12-13**

**Windsor Council Chambers, 100 King St, Windsor, NS**

*Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.*

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1. Call to Order
2. Land Acknowledgement
3. Attendance, introduction of new members and guests
4. Approval of the Agenda, including additions or deletions
5. Declaration(s) of Conflict of Interest
6. Announcements
7. Approval of Previous Meeting Minutes
8. Reviewing guidelines for respectful discussion
9. Ongoing Business
  - a) Reports: Strategic Action sub-committees
  - b) **Peace and Good Order By-law (CURRENT DRAFT)**
10. New Business
  - a)
10. Adjournment/Next meeting date

MEETING AND COMMITTEE PROCEDURAL POLICY

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MEETING AND COMMITTEE PROCEDURAL POLICY

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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) “Majority” means more than one-half of those present
- k) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- l) “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;
- m) “Municipal or Municipality” means the West Hants Regional Municipality;
- n) “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;
- o) “Planning document” means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- p) “Question” means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- q) “Quorum” means the majority of members required to hold a meeting.

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- r) “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;
- s) “Staff” means a person employed by the Municipality;
- t) “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;

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- e) except for an Order under the Act for Dangerous and Unightly 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;

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- 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. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:
  - a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
  - b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
  - c) the Chair will be physically present at the meeting location;
  - d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
  - e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;

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- f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
- g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
- h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
- j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
- k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

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. 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 not reasonable that quorum will be present within a reasonable time, the meeting will be deemed 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 after an ordinary election, 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 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;

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- 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; 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
- 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

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- 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

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
- 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 three (3) 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.

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- 7.6. All agenda items should 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 12:00 noon 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 4:00 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 it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before 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. 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.

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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

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- 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) be clear, accurate, concise, and formatted to be readable;
  - f) be written in past-tense;
  - g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
  - h) Record the time that the discussion occurred. The minutes will be timestamped to reflect where the report/discussion of Council can be found in the recorded meeting".
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council 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.
- 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

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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. The press will be allowed to only use audio recording equipment during public meetings.
- 9.10. 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.
- 9.11. 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. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.
- 9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

**10. Meeting Decorum and Rules of Debate**

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

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- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
- a) speak disrespectfully of any person;
  - b) use offensive language
  - c) speak on any subject other than the subject for which they received approval to speak;
  - d) disobey any decision of the Chair;
  - e) enter a cross debate with another member; or
  - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the

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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 three (3) formal presentations at any one meeting.
- 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 members may vote to adjourn to another date and time to complete the meeting.

**11. Conflict of Interest**

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
  - c) not take part in the discussion of or vote on any question with respect to the matter;
  - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.
- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

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- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

**12. Motions and Voting**

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
  - b) Subsidiary motions – facilitates or modifies the main motion;
  - c) Incidental motions – relates to a question of procedure regarding a main motion;
  - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
  - b) Amend – changes something within the main motion;
  - c) Postpone definitely – sets the main motion aside until a specified time;
  - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
  - e) Limit or extend debate – shortens or lengthens the time for debate;
  - f) Previous Question – closes debate and brings the main motion to a vote;
  - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:
- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
  - b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
  - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
  - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
  - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

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- 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;

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- 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.

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

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- 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.

**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;

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- 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.

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- 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.
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.
- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

**15. Setting Direction**

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

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- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
    - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
    - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
    - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.
- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
  - b) The process for Council to approve a planning document or amendment thereof, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
  - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
  - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
  - b) Owner or Developer Presentations (if applicable)
  - c) Written Submissions in Favour or Against
  - d) Questions or Comments from the Public in Favour or Against
  - e) Concluding Remarks

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- 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 the Committee of the Whole Agenda. 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.
- 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.

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- 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) Davidson Lake Watershed Committee - F
  - d) French Mill Brook Watershed Advisory Committee – Appendix G
  - 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) Diversity and Inclusion Committee – Appendix M
- 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) Landfill Liaison Committee
  - d) Region 6 Solid Waste Management Board
  - e) Valley Communication Fibre Network
  - f) Valley Regional Enterprise Network
- 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 Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. 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.

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- 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 Policy.
- 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

**18. Conferences and Training**

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

**19. Repeal**

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
  - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
  - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
  - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
  - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
  - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
  - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
  - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
  - b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
  - c) Audit Committee Policy dated November 28, 2017.

**20. Related Legislation, Policies, Procedures**

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

**APPENDIX A**  
 Report Form

**WEST HANTS REGIONAL MUNICIPALITY REPORT**

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

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

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

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

**LEGISLATIVE AUTHORITY**

(State where 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"/>
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

**DISCUSSION**

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

**NEXT STEPS**

---

(State what will be done next if anything.)

**FINANCIAL IMPLICATIONS**

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

**ALTERNATIVES**

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

**ATTACHMENTS**

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

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

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

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

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

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

**APPENDIX B**  
Rules of Common Motions

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

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

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Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

**APPENDIX C**

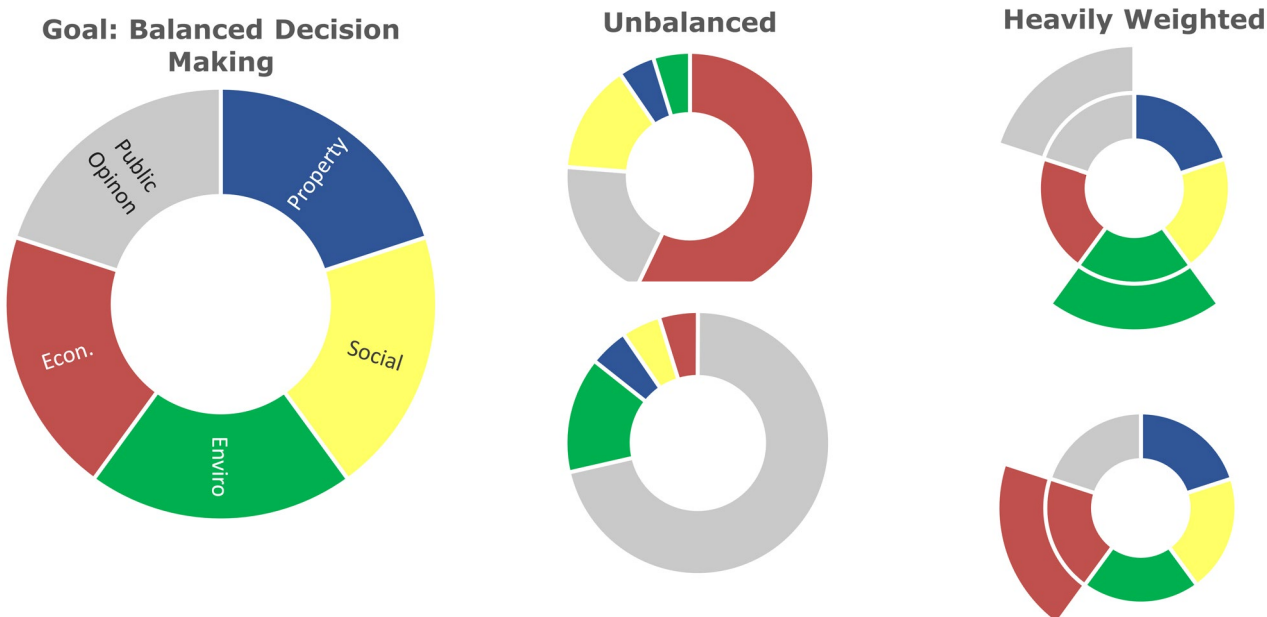
Decision Making by Council and Committee of Council

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.



**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 Regional Hants 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,
- “AAC” means the Accessibility Advisory Committee of the Municipality;
  - “Act” means the *Accessibility Act*;
  - “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;
  - “Council” means the Council for the Municipality;

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- 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 seven (7) members as follows:
  - To a two-year term – One (1) members of Council
  - To a two-year term – four (4) Resident members
  - To a three-year term – 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

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- recommendations as requested;
- g) Monitor Federal and Provincial government directives and regulations; and,
- h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

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

**APPENDIX E**  
Audit Committee

1. PURPOSE

- 1.1. The primary purpose of the Audit Committee (the “Committee”) is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
- a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
  - b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE

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

3. DEFINITIONS

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

4. COMMITTEE COMPOSITION

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

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- 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**

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

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2. DEFINITIONS

- 2.1. In Appendix F,
- a) “Committee” means the Davidson Lake Watershed Advisory Committee;
  - b) “Councillor” means an elected member of the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the Davidson Lake 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 Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake 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;
  - 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 Davidson 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 Davidson Watershed;
  - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the

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- 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:
- One (1) Landowner Representative
  - One (1) Councillor and one 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
- 5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be four (4) members; of which 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 Davidson Lake Watershed Advisory Committee to Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

**APPENDIX G**

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County 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 French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

- 2.1. In Appendix G,
  - a) “Committee” means the Falmouth Watershed Advisory Committee;
  - b) “Councillor” means an elected member of the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the French Mill Brook Watershed 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 French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook 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;

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- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- 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 French Mill Brook 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 French Mill Brook 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:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

**6. ADMINISTRATION**

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

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 Falmouth Watershed Advisory Committee to the Committee of the Whole.

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- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

**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

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- 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;

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- v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
  - b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
  - c) Disposing of stray livestock in such a manner as it deems fit, should no offer or reasonable offer be made at sale.
  - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
  - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.
5. CONFLICT
- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

**APPENDIX I**  
Repealed

**APPENDIX J**

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

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

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

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

2. DEFINITIONS

- 2.1. In Appendix J,
- a) “Committee” means the Mills Lakes Watershed Advisory Committee;
  - b) “Councillor” means an elected member the Council of the Municipality;
  - c) “Municipality” means the West Hants Regional Municipality;
  - d) “Staff” means a person employed by the Municipality.

3. PURPOSE

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

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;

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

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

## **APPENDIX K**

### Planning Advisory/Heritage Advisory Committee

#### 1. PURPOSE

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

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

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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
    - three (3) members of Council.

With the understanding advertisement for the committee has already taken place and that this change will not affect the current process to take effect November 2022.

- b) 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.
- c) Non-Council members will be appointed to the Committee in November for a term of two (2) years and the term will expire following the October meeting of the second year. The appointments made as of April 2021 will expire October 2022.

4. ADMINISTRATION

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
- 4.4. All resident members may be reappointed for a maximum of three (3) terms.

## **APPENDIX L**

### Municipal Climate Change Action Plan Committee

#### 1. PURPOSE

- 1.1. The Municipal Climate Change Action Plan 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 Municipal Climate Change Action Plans of the Municipality hereafter referred to as “the MCCAP”. 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) “MCCAP Committee” means the Municipal Climate Change Action Plan Committee;
  - b) “Municipality” means the West Hants Regional Municipality.

#### 3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) 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;

- Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

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

**APPENDIX M**

Diverse 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

*MEETING AND COMMITTEE PROCEDURAL POLICY*

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reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing

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 six (6) voting members and ten (10) non-voting supporting members as follows:
- Six (6) 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) RCMP Representative (non-voting)
  - One (1) Community Health Board Representative (non-voting)
  - Six (6) non-voting staff members appointed by the Chief Administrative Officer
  - One (1) Councillor and 1 Alternate (non-voting)

5. ADMINISTRATION

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

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 **27<sup>th</sup>** day of **September, 2023**.

*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
<i>Approval:</i>	April 26, 2022
<i>Description:</i> Amend Policy to add to Section 9. 3 that In-camera meeting sessions be recorded, ensuring all meetings are recorded.	
<b>Fifth Amendment</b>	

MEETING AND COMMITTEE PROCEDURAL POLICY

Notice to Council:	July 12, 2022
Approval:	July 26, 2022
<p>Description: Amend Policy to change the name of the Diversity and Inclusion Committee, terminology and alter the composition of the committee.</p> <p>: Amend appendix k section 3.1 to read 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.</p> <p>: 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.</p> <p>: Amend Policy to remove Section 3.1(b) of Appendix K, so that as per Section 17. 8 it automatically makes it a two (2) year term.</p> <p>: Amend Policy to add a Section 4.4 to Appendix K that reads" resident members may be reappointed for a maximum of three (3) terms.</p> <p>: Amend the Policy, 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 b) in the temporary absence of both the Mayor and Deputy Mayor, a chair will be appointed from the Councillors present at the meeting.</p> <p>: Amend 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.</p> <p>: Amend the policy, Section 9.2 (h) to include "timestamped to reflect where the report/discussion of Council can be found in the recorded meeting".</p>	
<b>Sixth Amendment</b>	
Notice to Council:	September 27, 2022
Approval:	September 27, 2022
<p>Description: Amend the Meeting and Committee Procedural Policy, RCOGE-03.00, 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, 3 members of council. With the understanding advertisement for the committee has already taken place and that this change will not affect the current process to take effect November 2022.</p>	

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## LEGISLATIVE AUTHORITY

Municipal Government Act, Section 172 (1)(a), (b), and (d) provides municipalities with the power to make bylaws respecting the health, wellbeing, safety and protection of persons, the safety and protection of property and activities that may cause nuisances including burning, odours and fumes.

### 1.0 TITLE

This by-law will be known as the “Peace and Good Order By-law”.

### 2.0 PURPOSE

The purpose of this by-law is to regulate unwanted noise which may disturb neighbours or tends to disturb the quiet, peace, rest and enjoyment, comfort or convenience of any person or persons in the Municipality.

### 3.0 DEFINITIONS

- (a) “CAO” means the Chief Administrative Officer of West Hants Regional Municipality;
- (b) “Council” means the Council of West Hants Regional Municipality;
- (c) “Municipality” means the West Hants Regional Municipality;
- (d) “Noise” means any unwanted sound that doesn’t happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.
- (e) “Growth Centres” means a geographic area that has been identified as having the potential for economic growth and development. For this purpose, the communities of Three Mile Plains, Windsor, Falmouth and Hantsport are identified as Growths Centres.
- (f) “Rural Areas” means a geographic area located outside an identified growth centre.
- (g) “Loitering” means the act of lingering or standing idly in a public place, often with the intention of causing a disturbance or obstructing others.
- (h) “Disorderly conduct” means any behaviour(s) that disrupts the peace and quiet of a public area, or that offends public decency.



#### 4.0 SCOPE

This By-law applies to the Municipality in its entirety.

#### 5.0 PROHIBITIONS AND INTERPREATTIONS

No person(s) shall use profane, obscene, lewd, racial or discriminatory language or behave in a lewd or obscene manner in a public place, or at any public gathering or meeting, or in any store, shop, house, or building.
No person(s) shall defecate or urinate in public.
No person(s) shall challenge anyone to fight, nor use abusive or provoking language, taunting or threatening gestures towards any person.
No person(s) shall swear or create disturbances, or be guilty of disorderly conduct in a public place.
No person(s) shall fire any gun, air rifle or other firearm of any kind in the growth centres, unless that person is a peace officer doing so in the lawful exercise of the duty of the peace officer; or hunt with a weapon of any type or description within the municipality without a license to hunt.
No person shall loiter in or around the entrance or steps of a church, place of worship, hall, public building, store, shop or dwelling in the municipality nor near any of street or lanes nor in any public place in the municipality.
No person(s) who is not a dweller therein or an inmate thereof shall refuse or neglect without lawful excuse to withdraw from a private house or dwelling or place of business in which they may be after being requested so to do by the owner or person(s) having control or management thereof nor remain in the said dwelling house or place of business after such request.



No person(s) shall without lawful authority wantonly or willfully meddle or interfere with or desecrate, disfigure, destroy, damage any gravestone, tomb, vault or any railing or curbing on a lot or plot for the burying of the dead in any cemetery or burial ground within the municipality, nor take away, destroy or damage any flower plant or shrub of any kind growing, placed or being upon or around any grave, tomb, or vault or in any lot in any such cemetery or burial ground.

No person(s) shall wantonly, or unnecessarily disturb the good order, peace and harmony of any public meeting held within the municipality, whether such person be included in the meeting or not.

No person(s) shall encourage any animals to fight in a public street or road nor in any public place within the municipality.

No person(s) shall publish, or post on public property any indecent, immoral, racial or discriminatory drawings, pictures, poster, placards or writing on public property within the municipality.

No person(s) shall enter any private dwelling, or place of business, or school, or remain therein, after being requested to withdraw by a lawful occupant or owner of the premises.

## 6.0 EXEMPTIONS

- 6.1 Emergency response personnel engaged in emergency response duties, including operation of comfort centres and emergency shelters with generators;
- 6.2 Emission of sound in connection with any organized traditional, festive, or religious activity;
- 6.3 Emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- 6.4 Noises in connection with organized athletic or recreational activities in municipal, school, public park areas, arenas, or community centres and halls;
- 6.5 Noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and/or telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;



- 6.6 Any noise emitted from, or associated with, any Industrial operation permitted by the relevant land use by-law; and
- 6.7 Any noise generated by agricultural practices which the Nova Scotia Farm Practices Board deems consistent with the code of practice or in the absence of a code, consistent with other directives or accepted customs or standards of similar operation.

### 7.0 PENALTIES AND ENFORCEMENT

This by-law may be enforced by a Municipal By Law Enforcement Officer or a police officer. Any person who fails to comply with any of the provisions of this By-law shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than sixty (60) days.

### 8.0 EFFECTIVE DATE

This By-law shall come into full force and effect on the date it is passed.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_ (month), \_\_\_\_ (year).

(Signature of Municipal Clerk)  
(Typed name of Municipal Clerk)

By-law Adoption	
First Reading:	
Notice Published:	
Second Reading & Approval	
Final Publication	
Notice to Municipal Affairs	
Description:	

**From:** [REDACTED]  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** Stop the madness!  
**Date:** June 10, 2025 4:25:15 PM

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### **Caution [External Email]**

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Mayor and Council of WHRM:

This draft Peace and Good Order Bylaw WHRM is proposing is beyond ridiculous, please scrap it now!

You have much more important priorities than punishing the unhoused and those with mental illness.

That you all have the audacity to include "...defecate or urinate..." when the WHRM sewage floods private homes and public spaces is maddening and must be very hurtful to those people who have repeatedly cleaned WHRM sewage from their homes. I have included a photo to remind you what flows into their homes from WHRM CSO, in case some of you have forgotten. I believe you expect this to be their experience for years - will you give WHRM an exemption?  
Carrilee Eddy

.

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*"The wicked become even worse when they are tolerated" ~ Tolstoy*

**#pisiquid #windsorns #windsornovascotia #westhants #IGotThePooOnMe**

🤔😭😱 You, Natasha Weatherbee + 47 35 comments 43 shares

🤔 Angry Comment Send Share



🤔👍😱 You, Pauline Blois + 4 6 comments 1 share

🤔 Angry Comment Send Share



**From:** [Kelly Hatcher](#)  
**To:** [Deanna Snair](#)  
**Subject:** FW: Heather Boutilier has submitted General Feedback  
**Date:** June 10, 2025 3:18:25 PM  
**Attachments:** [image593977.png](#)

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**Kelly Hatcher**

Revenue Services Assistant  
West Hants Regional Municipality  
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

T 902-798-8391 Ext. 148  
E [KHatcher@westhants.ca](mailto:KHatcher@westhants.ca)  
W [www.westhants.ca](http://www.westhants.ca)

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**From:** [REDACTED]  
**Sent:** June 10, 2025 2:45 PM  
**To:** Kelly Hatcher <[KHatcher@westhants.ca](mailto:KHatcher@westhants.ca)>  
**Subject:** Heather Boutilier has submitted General Feedback

**Caution [External Email]**  
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Heather Boutilier has submitted a General Feedback comment.

Phone Number: [REDACTED]  
Alternative Phone Number:  
E-mail: [REDACTED]

Mailing Address: [REDACTED]

Comments: I am disappointed and expect better from council. This is obviously an attempt to fix a problem with overly broad legislation. It reeks. It is going to end up wasting a lot of court time and legal fees defending an utterly futile bylaw that reads like it was drafted by a first year law student.

The proposed by-law includes several broad prohibitions and powers aimed at maintaining "peace and good order." Key sections include:

Section 5 – General Prohibitions:

Prohibits disturbances, excessive noise, loitering, indecent exposure, threats, swearing at officials, intoxication, and more.

Prohibits unauthorized public gatherings or activities “likely to disturb the peace.”

#### Section 6 – Enforcement:

Grants powers to the CAO and Peace Officers to remove persons from public places and issue orders.

#### Section 7 – Offences and Penalties:

Includes a \$1,000 fine and allows for summary conviction under the Summary Proceedings Act.

#### Legality under the Municipal Government Act (MGA)

The MGA (s.172) permits by-laws for "health, safety, and welfare of people" and for "prohibiting nuisances." However, there are limits:

#### Problems:

**Jurisdiction Over Conduct:** The by-law attempts to regulate conduct (e.g., public drunkenness, loitering, swearing), which may intrude into provincial/federal criminal law (e.g., Criminal Code of Canada governs public intoxication, indecent acts).

**Enforcement Powers:** The by-law gives significant discretion to the CAO and Peace Officers, including removal from public places, which may exceed the scope granted under the MGA unless specifically authorized.

**Overlap with Provincial Laws:** Several behaviors targeted (e.g., swearing at officials, public intoxication) are already covered under provincial laws or existing statutes (e.g., Liquor Control Act, Criminal Code), and municipalities may lack power to duplicate or override these.

#### Charter of Rights and Freedoms:

The following provisions raise serious Charter concerns:

#### Problems:

**Section 2(b): Freedom of Expression:** The by-law prohibits "swearing or using abusive language," which may be protected speech, especially in public spaces.

**Section 2(c): Freedom of Peaceful Assembly:** The ban on "unauthorized public gatherings" or events “likely to disturb peace” is overly broad and risks infringing on lawful protest or assembly.

**Section 7: Life, liberty and security:** Vague enforcement powers allowing removal from public spaces may trigger section 7 issues if the process is arbitrary or lacks due process.

**Section 15: Equality Rights:** Discretionary enforcement powers may lead to discriminatory application against marginalized groups, particularly with vague terms like “loitering” or “disorderly conduct.”

#### Governance and Drafting Concerns:

Several provisions reflect poor governance and legislative drafting:

Problems:

Vagueness: "Swearing or using abusive language," "loitering," "disorderly conduct" which opens the door to subjective enforcement; lacks objective standards.

Overbreadth: Bans "gatherings likely to disturb the peace" or "any act which interferes with the enjoyment of property" which could be interpreted to prohibit a wide range of benign activities (e.g., protests, concerts, socializing).

Delegation of Judicial Power: Authorizing CAO to "order a person to cease the activity and vacate a public place" lacks procedural safeguards, appeal processes, or review.

Duplicative or Ultra Vires: Regulating intoxication, threats, indecent exposure are already covered under Criminal Code or provincial law; municipal overreach.

This is slightly disturbing and has an undertone of orange. Do better. The absurdities in this make my neck hurt from shaking my head.

**From:** [REDACTED]  
**To:** [Abraham Zebian](#)  
**Cc:** [Debbie Francis](#); [Deanna Snair](#)  
**Subject:** Re: Peace and good order act  
**Date:** June 10, 2025 9:53:50 PM

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Again, I have had councilors confirm with me that the RCMP are the ones that requested this. A noise by law does not require the municipal government to fine people who swear in their own property.

This is an embarrassing attack on our charter rights in West Hants.

On Tue, Jun 10, 2025, 9:47 p.m. Abraham Zebian <[Mayor.Zebian@westhants.ca](mailto:Mayor.Zebian@westhants.ca)> wrote:

Thank you for the follow up Scott.

The Peace and Good Order bylaw originally began as a draft Noise bylaw and has gone through a few iterations as per council discussions. It did not originate from the RCMP. The RCMP do enforce bylaws that are set by council.

This current bylaw before council has not been voted on and the feedback is appreciated.

Kindest regards.

Mayor Abraham Zebian  
West Hants Regional Municipality  
76 Morrison Drive  
Windsor NS  
B0N 2T0  
902-790-1566

On Jun 10, 2025, at 9:41 PM, Scott Mahoney  
[REDACTED] wrote:

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The fact that I have been hearing multiple reports that this was a requested bylaw by the police themselves that will be enforcing it is absolutely unacceptable.

Please do not get to write the laws that they themselves one force and benefit revenue Wise from

On Tue, Jun 10, 2025, 9:28 a.m. Abraham Zebian

<[Mayor.Zebian@westhants.ca](mailto:Mayor.Zebian@westhants.ca)> wrote:

Good morning Scott. Thank you for the email.

We will include it as correspondence for councils information.

The feedback that is received through the public hearing process, as well daily, is valued and helps council weigh all positive and negative aspects to any proposal put forth to council.

We appreciate the time you took to share your thoughts, concerns, and information.

Kindest regards,

Mayor Abraham Zebian  
West Hants Regional Municipality  
76 Morrison Drive, Windsor, NS B0N 2T0  
902-790-1566

On Jun 10, 2025, at 8:50 AM, Scott Mahoney

[REDACTED] wrote:

**Caution [External Email]**

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I'm writing you today as I'm concerned upon reading the proposed peace and good order act that was proposed to council last week. As it stands now and as it is written the ACT is extremely overly broad and potentially violates multiple Charter rights. It doesn't matter what the intent is. It's overbroad and gives entirely too much interpretive power to those who are enforcing it.

Technically speaking, if I stub my toe in public and swear, I'm breaking the by-law and can be issued a \$1000 fine. That's insane.

The clause regarding being not allowed to make unnecessary noise "which is disturbing to other person(s)" is just...insanely broad. So if my neighbour is playing a song in the radio that I don't like, I can call and complain and she can be potentially fined? Has anyone given ANY critical thought to this document?

In addition to being overbroad, this is likely in violation of the Canadian charter of rights and freedoms, specifically the freedom of expression. Municipalities cannot legally supersede our federal

charter of rights. You can't tell me how I can express myself, what words I choose to use and where I use them (with a few exceptions that are fairly extreme). That is draconian. Add to that the overbroad aspect, and now we call into question what is swearing? Can I say "damn" in public? Is the F word going to score me a citation?

I could go on. There are a plethora of issues with not only the semantics, but the premises upon which some of the clauses are built. Any entity that attempts to control my speech and infringe upon my freedom of expression is an entity that needs to be put in its place. We cannot allow laws like this to be passed; it places the onus on the individuals who get tangled up in the consequences of poorly written legislation to challenge those consequences. And every time we quietly accept this sort of thing, it gradually erodes our freedoms. Rights must be exercised.

Scott Mahoney

**From:** [Abraham Zebian](#)  
**To:** [REDACTED]  
**Cc:** [Bob Morton](#); [Deanna Snair](#)  
**Subject:** Re: Concerns Regarding the Proposed Peace and Good Order By-Law RCOPG-001  
**Date:** June 11, 2025 10:47:29 AM

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On Jun 11, 2025, at 8:22 AM, Jamie Bird [REDACTED] wrote:

**Caution [External Email]**

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Dear Mayor Zebian and Councillor Morton,

I am writing to express my concerns regarding the proposed **Peace and Good Order By-Law RCOPG-001**. While I understand and support the intent to promote community harmony and address legitimate disturbances, I believe several provisions in the by-law raise serious issues related to clarity, enforceability, and potential infringement on individual rights.

Specifically, I am concerned about the following clauses:

- The prohibition on the use of “profane, obscene or lewd language” and the blanket ban on “swearing or creating any disturbances” are overly broad and subjective. These terms are not clearly defined and could be interpreted in ways that infringe on freedom of expression or disproportionately target certain groups.
- The restriction on loitering near public and private buildings, including places of worship and stores, risks criminalizing everyday behavior and could be used to unfairly target marginalized individuals.
- The clauses prohibiting “unnecessary noise which is disturbing to other persons” and “disturbing the good order, peace and harmony of any public meeting” are vague and open to interpretation. What constitutes “unnecessary” or “disturbing” noise can vary greatly between individuals and contexts.
- The enforcement mechanism, which includes fines up to \$1,000 and potential imprisonment, is severe given the subjective nature of many of the offenses described. This could lead to disproportionate penalties for minor or misunderstood infractions.

I am particularly concerned that this by-law could be used to target unhoused individuals or those experiencing emotional distress in public spaces. Provisions related to loitering, swearing, or causing disturbances may be applied in ways that criminalize poverty, mental health struggles, or simply existing in public without a fixed address. This risks further marginalizing vulnerable members of our community rather than offering them support or compassion.

The by-law report itself acknowledges the difficulty in defining and enforcing noise and disturbances, noting that tolerance levels vary widely and that enforcement is resource-intensive and often impractical. These admissions underscore the risk of adopting a by-law that may be unenforceable in practice and potentially unjust in application.

I respectfully urge Council to reconsider the current draft and engage in further consultation with community members, legal experts, and civil rights advocates to ensure that any by-law adopted is fair, clear, and enforceable. A more targeted and clearly defined approach would better serve the goals of community peace and good order without compromising individual freedoms or disproportionately impacting vulnerable populations.

Thank you for your attention to this matter.

Sincerely,

**Jamie Bird**



Windsor, NS

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Good order bill  
**Date:** June 10, 2025 10:34:23 PM

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Holy smokes this is an over reaching bill as I've ever seen.

It's not even salvageable. The whole bill needs to be tossed along with the author

Cheers,

Mike

**From:** [Abraham Zebian](#)

**To:**

**Subject:** Re: Not only will half the orders in your "Peace and Goode Order By-law RCOPG-001" fall during a Charter Challenge, look at these spelling errors. How is this not a joke? (i.e. Goode = good; descent = decent; public = public).

**Date:** June 11, 2025 11:05:07 AM

---

Thank you for the email RK.

The feedback is appreciated and will help council make a final decision when the file is presented at second reading.

Kindest regards.

Mayor Abraham Zebian  
West Hants Regional Municipality  
76 Morrison Drive  
Windsor NS  
B0N 2T0  
902-790-1566

On Jun 11, 2025, at 10:37 AM, RK Berry <[REDACTED]> wrote:

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Not only will half the orders in your 'Peace and **Goode** Order By-law RCOPG-001' fall during a Charter Challenge, look at these spelling errors. How is this not a joke? (i.e. Goode = good; descent = decent; public = public).

"No person(s) shall make, publish, post on public property any **indescent**, immoral, racial or discriminatory drawings, pictures, poster, placards or writing on **public** property within the municipality."

<498e14a9-4805-41d8-8621-1164293a7b5b.\_\_CR0,0,970,300\_PT0\_SX970\_V1\_\_\_\_.png>

**From:** [REDACTED]  
**To:** [Scott McLean](#)  
**Cc:** [Deanna Snair](#)  
**Subject:** Peace and Good Order By-Law  
**Date:** June 12, 2025 10:26:59 AM

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Hi Scott,

Hope you're doing well. You've probably gotten a few other complaints about this already but I just wanted to add my voice to the public response to the Peace and Good Order By-Law draft.

I had a quick browse through it and it seems incredibly poorly written, with bizarrely sweeping coverage and "morality" judgements that feel like I'm reading something from an archive written in the 1800s, rather than something written in Canada in 2025.

I also can't help but suspect that a lot of it is an effort to target the vulnerable - anyone experiencing homelessness, struggling with substance abuse, or joining public protests. None of these things should be part of what's being promoted as a noise by-law. This is so far off from what we seem to need (a straight-forward by-law with a limited scope that prevents issues like late night/early morning or excessive noise from construction/cars/loud music, etc.), that it should be scrapped entirely and a new, more appropriate by-law should be drafted. I don't feel that even heavy edits would save this.

I hope that if the draft moves forward, you won't support it, as it seems much more likely to be harmful than helpful to many residents of West Hants.

Cheers,

Laura de Boer  
Poplar Grove, NS

Amanda R. Dunfield



June 15, 2025

West Hants Regional Municipality  
ATTN. WHRM Council  
76 Morison Drive  
Windsor, NS  
B0N 2T0

Good Morning Deanna, Mark, Mayor and Council,

I am writing to express concern and urge Council not to lend further support to the Municipality's proposed Peace and Good Order Bylaw. Surely by now all WHRM publicly elected municipal representatives have a sense of awareness of the massive province-wide public outrage it generated.

While I can appreciate the intended purpose of this policy may not be as its' antiquated language has led outraged Nova Scotians to believe, the bylaw as proposed is undemocratic, divisive and highly inappropriate, particularly when consideration is given to its timing and this Council's propensity to repeated attempts to limit citizen activity and input, or to follow its own rules with respect to procedural policies.

*As gentle reminders of some of the recent attempts to date to limit citizen activities and input;*

*"Together with the Municipality's recent decision to turn off Facebook commenting, to cease the publication of Facebook live meeting videos, and December's discussions about whether public correspondence should continue to be published in meeting agendas - a message is being sent loud and clear. It seems input from the people who live and pay taxes here may no longer be welcome."*

*"Municipal Council is the absolute grassroots access point to making our community sustainable in a myriad of aspects - and it can only be done through community involvement and input. For whatever reason, the people who elected this council are being shut out. The questions asked and points raised by a family friend and lifelong politician are: Why? What is the agenda of this council? Where is the four-year plan? Where is the engagement? Why promote inclusion when you do not want it? Please explain how this action reflects and promotes the inspiration in 'Inspire West Hants'. It is without exception a sad day when members of a community are stripped of their voices."*

*(Excerpts from February 10, 2025 dated correspondence re. Council's decision to dissolve and restructure a newly appointed planning committee, thereby removing valuable citizen voice and a reducing diversity of input).*

More simply put, this is NOT a piece of legislation one would expect from a municipality whose motto suggests a desire to inspire.

Would it be more appropriate first to attempt to repair what has been broken?

Maybe we could start with trust, as promised during the 2023 Flood Community 'Healing' Session, and again during the 2024 municipal election campaign cycle.

Respectively,

A handwritten signature in black ink, appearing to read 'Amanda', with a stylized flourish at the end.

Amanda Dunfield

***“Self-determination of a conflict of interest is itself a conflict of interest.”***

***Donald Kettl***

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Peace and Good Order By-law Public Hearing  
**Date:** June 17, 2025 11:09:43 PM  
**Attachments:** [By-law N-200, Respecting Noise Halifax.ca.pdf](#)

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### Caution [External Email]

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Hello,

I am unable to attend the public meeting to discuss the proposed Peace and Good Order By-Law but had a few questions I would like to pass along.

First, I just have a housekeeping question. In "Noise and Community Standards By-law – Supplementary Recommendation Report to the following previous reports: Jan 10, 2023 COTW Report; Feb. 14, 2023 COTW Report; and Feb. 28, 2023 Council presentation" it mentions the proposed change of

*"Section 5.1 – weekday time was changed to 10:00 p.m. – 7:00 a.m."*

However, in the proposed by-law it states

*"No person or Corporation will at any time between the hours of 11:00 p.m. and 7:00 a.m. Monday to Friday, engage in any activity which generates noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood".*

I'm curious if that is an error or if the true proposed time is in fact 11:00pm.. If the time is being pushed back an hour for Hantsport, what is the justification? Unless there is information the council is aware of that isn't public, surrounding areas have their times set from 10:00p.m. to 7:00 a.m., so why would ours need to be different?

If possible I would like to have a concern raised to the council about the proposed NOISE AND COMMUNITY STANDARDS BY-LAW. The "TEMPORARY EXEMPTIONS", as written, appears to give the CAO or designate overreaching powers to bypass our by-laws on a whim. This unilateral ability to supersede our laws for economic gains has the makings of a very corrupt system. The ability to grant, for example, construction companies the ability to operate outside our laws, without public consultation, or at the very least without council input, is remarkably alarming.

It should also be noted that the presented materials explaining the need for changes to the current by-law does not even mention the addition of/edits to "TEMPORARY EXEMPTIONS", which I suggest is intentionally misleading the public about the matters presented at the public hearing.

Our governments have checks and balances in place for these very reasons. I ask that the council reject the proposal as-is and create checks and balances for "TEMPORARY EXEMPTIONS" so there is no room for an abuse of power and the citizens of our municipality are reasonably represented during the decision-making process. If I may suggest, other municipalities have much more concrete guidelines for the process of approving and enforcing exemptions, a quick scan of their by-laws may prove beneficial in formulating a more comprehensive set of rules. I've included Halifax's below as an example of more robust guidelines.

Lastly, the NOISE AND COMMUNITY STANDARDS BY-LAW does not seem to adequately replace the current by-law for noise in Hantsport. It has become too general and leaves a lot of room for interpretation. Interpretation is not ideal when dealing with laws that can have devastating financial consequences when violated, especially in today's uncertain economy. Much of what is currently

in our Noise By-law isn't even addressed/covered under the proposed changes. Hantsport and Windsor/Falmouth are two very different communities; one being a smaller community with a population that is skewing older, and the other a hub for this region of the province with a growing population of younger families. I would argue that these two communities have vastly different needs and lumping them together under one by-law is detrimental to both as their demographic needs are not being met. While the intention of creating one by-law may be proposed as efficient, when you take into account the unmet needs of both individually different communities, it comes across as lazy. I ask the council to reject the proposal as-is in order to consider the needs of both communities and to leave the current Hantsport Noise By-law in place.

Thank you for your time.

Sincerely,  
Courtney Hicks, Hantsport

**From:** [REDACTED]  
**To:** [Deanna Snair](#); [Abraham Zebian](#)  
**Subject:** Peace and Good Order By-Law - comments  
**Date:** June 18, 2025 9:30:03 AM

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Hello,

I wanted to note my comments about the proposal of this by-law.

My name is Charla Jones. I am a resident of West Hants. The Peace and Good Order By-Law is a vital piece of legislation for our community.

Last summer, for about two months, a local forestry company started work each morning at 5am. This was the equivalent of having an active constructive site in your backyard. Our whole community was impacted resulting in many sleepless nights and ongoing anxieties.

Close by, my sister who is also a resident of West Hants, has a neighbour who from time to time holds late night and loud parties leaving their dogs outside barking until the early hours of the morning, disturbing the peace and sleep of their community.

Measures have been taken to discuss these problems with neighbours and the local forestry company, resulting in no change. Until there's legislation that can regulate these forms of disturbances, residents seeking a peaceful community are left vulnerable.

As our community grows, we require a by-law to ensure the well-being of all citizens in this wonderful part of the world we call home.

Please let me know if I can be of any assistance in further supporting the passing of this by-law.

Warm regards,

Charla Jones

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Peace & Good Order Bylaw  
**Date:** June 19, 2025 5:44:20 PM

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I am writing to add comment on the proposed WWHRM "Peace & Good Order" bylaw. I find it deeply disturbing that the municipality would attempt to subvert and deny Canadians the very rights laid out in our Charter of Rights & Freedoms. The vague wording of the bylaw allows far too much discretionary power to those who would enforce it. The potential for abuse of this bylaw for personal or political gain is too high, especially in an area rife with cronyism and nepotism. As a resident and business owner in West Hants, I am adamantly opposed to this bylaw as it is written and hope that our elected officials will have better sense than to pass it.

Respectfully,  
Andrew S. Ross  
Owner / Operator  
Saltwood Island Craftworks  
Ellershouse, NS

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Proposed Peace and Good Order Bylaw  
**Date:** June 20, 2025 7:05:51 AM

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Hello,

I am sending this email to express my shock and disappointment in the proposed law.

The world is going crazy and this law is right up there with it. People are losing their rights and freedoms and it is terrifying.

I do not support the controlling of people's ability to express themselves.

In my opinion, while I am still free to have one, is that this bylaws can go to hell. It is a slippery slope that you need to get off.

Diane Kehoe

**From:** [REDACTED]  
**To:** [PublicOnlyCouncilEmail](#); [Abraham Zebian](#)  
**Cc:** [Deanna Snair](#); [Mark Phillips](#)  
**Subject:** Peace & Good Order  
**Date:** June 20, 2025 1:39:39 AM

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Esteemed Mayor and all Councilors,

I peacefully but firmly oppose the proposed new bylaw reminiscent of Orwellian “double-think” called “Peace & Good Order”.

We have a Bill Of Rights created by a Constitutional champion the likes of Prime Minister Diefenbaker. Despite that great Bill was subsequently and artfully weakened by Pierre Trudeau’s “Charter of Rights and Freedoms”, both documents still stand and suffice.

We don’t need a new bylaw dictated by the “woke and politically correct” marching drum of NGOs and QUANGOs of the likes of the WEF, the WHO and the UN.

We Are Canadians. We know how to Assemble, how to self-regulate, and how to Debate.. But perhaps we know first and foremost how to peruse and defend our liberties.

I’m sure that come Tuesday June 24, many more West Hants constituents will present to this esteemed Council, during the Public Hearing for such bylaw, the same and even better arguments in many and more eloquent ways that I could even think of. I’ll be one among them.

Respectfully Yours,  
Guido G Furlani

[REDACTED]

*“..Truth. The most elusive quest of human consciousness. Yet, once decided as one’s primary Driver allows somewhat to tap the Field of “Silent Knowledge”. Thus with Courage some move onward with Clarity and Integrity in freeing human perception from the clutter of stifling beliefs... – This alone, the supreme mark of the Timeless Leader”.*

*~ Guide G. Furlani ~*

**From:**

**To:**

**Subject:**

**Date:**



Peace & Good Order

June 19, 2025 3:59:33 PM

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### **Caution [External Email]**

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Good day,

I am writing in regard to the subject bylaw which I note the following: No person shall loiter in or around the entrance or steps of a church, place of worship, hall, public building, store, shop or dwelling in the municipality nor in or near any of street or lanes nor in any public place in the municipality.

I know of at least one person in Windsor suffering from a mental illness who is always loitering somewhere that this bylaw will affect. I have already tried to get this person help and found Windsor woefully lacking in support. In fact I could not find any support for him. That was several years ago and now we have people piling up who cannot afford rent and are homeless. This bylaw discriminates against these people. It is allowing you to herd them up and punish them for being poor. This is not acceptable.

Several years ago, a business clear cut behind my house. They worked all night every night until they took all the trees. It kept me awake and as well as other families in the area that I talked to including a young family with a baby. We found no way to have this addressed at that time and the bylaw as I read it would not address the problem if it had been in existence at that time.

I am on the Bog Rd and daily multiple dirt bikes, side by sides and 4-wheeled race up and down the road repeatedly. They are doing so as I write this. They often do so late at night. This bylaw would not address that.

On the other hand, a number of years ago I had goats. I was within my rights, and in compliance of the law, I checked the rules before I got them. The neighbour's daughter was feeding them and thus trained them to bleat whenever someone was outside on his property. He called the bylaw officer on me about the noise. This bylaw would have negatively affected me if it had been in effect at the time that this incident occurred despite the fact that you can't silence goats and it was his daughter that created the noise.

It appears that government is jumping the gun and not fully investigating how their regulations will play out in the real world. I suspect this has materialized because a few of our more affluent residents and businesses feel inconvenienced by those less fortunate who are now materializing in the area.

I do not support this bylaw in its present form.

L.Tamara Stevens  
BBA

"Continuous Improvement is better than delayed perfection."

- Mark Twain

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Proposed peace and good order bylaw  
**Date:** June 19, 2025 4:39:56 PM

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Good afternoon

I am a rural resident of the West Hants Municipality. I have read this lengthy bylaw. This bylaw is a complete over-reach in my humble opinion. Where I live is very rural. Farms, hobby farms, dog kennels and many other types of animal husbandry.

Animals make noise, people cut their firewood, they work on their vehicles etc. which all emit a certain level of noise.

As far as the firearms portion of the bylaw, if you have ever farmed in any capacity you must realize that there are always predators trying to access your animals, whether it be fowl, sheep, goats, cattle etc. These predators must be dealt with. Therefore you are going to have shots fired by legally licensed firearms owners.

Finally, there are already laws and regulations on the books do deal with all of the concerns outlined in your proposed bylaw. The residents of West Hants need nothing more than law enforcement to do the job for which they are being paid out property tax dollars.

Again, I feel personally, that this bylaw would be a complete over-reach by the municipality and feel that it is a total waste of time and tax payer dollars while the roads and infrastructure in West Hants is in absolutely terrible shape.

The bylaw in question also appears to be a move toward more of a nanny state than we already have to endure. In this province as a whole. Where do these over -reaches end??

We all know there are laws on the books to address the issues outlined in the bylaws so I see it as a waste of time. We have enough " Rainbow Warriors " running around like their hair is on fire trying to keep the rest of us in panic mode.

Very Concerned West Hants Tax Payer

Terry Steeves

**From:** [REDACTED]  
**To:** [Deanna Snair](#)  
**Subject:** Proposed Bylaws  
**Date:** June 20, 2025 10:31:11 AM

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Greetings Ms. Snair,

I'm writing with concern about two proposed bylaws changes in Hants County.

Section 5.0 reads, in relevant part:

*No person(s) shall use any profane, obscene, lewd, racial or discriminatory language or behave in a lewd or obscene manner in any public place, or at any public gathering or meeting, or in any store, shop, house, building or in any other place within the municipality.*

and

*No person shall loiter in or around the entrance or steps of a church, place of worship, hall, public building, store, shop or dwelling in the municipality nor in or near any of street or lanes nor in any public place in the municipality.*

The first clause violates citizen right to privacy because it seeks to police language in private spaces. It also does not adequately define the phrase "profane, obscene, lewd, racial, or discriminatory," leaving the enforcement of the by-law up to the individual tolerances of law enforcement officers and the people who complain to them about this language.

The second clause has the potential to quash peaceful protest and could be used to violate Charter rights in Hants county and as a template for violating Charter rights throughout the province.

Please reword/remove these, and thank you.

Regards,

**Dr. Ceallaigh S. MacCath-Moran**

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** As per the bill proposed  
**Date:** June 20, 2025 1:18:42 PM  
**Attachments:** [image0.png](#)

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I'm shaking my head at this... as well as my neighbors... as you can see this article clearly takes away a charter right and freedom! No unauthorized gatherings... that's very vague... but I take it as others as well, that we'd have to get "permission" from council, to have a family reunion, wedding reception, out door family photos... list goes on! I asked my coucilor Remme ...who brought this forward... wrote it... no definitive answer.... Not real happy impressed over this, as I and again many others feel time, resources could be used more effectively! Thank you for your time!

12:58

LTE 67

rights and freedoms. These include freedom of conscience and religion, freedom of thought, belief, opinion, and expression (including freedom of the press), freedom of peaceful assembly, and freedom of association. Additionally, the Charter protects democratic rights (like the right to vote), mobility rights, legal rights, equality rights, and official language rights.

#### **Fundamental Freedoms:**

##### **Freedom of conscience and religion:**

Individuals can hold any religious beliefs or no beliefs at all, and act in accordance with those beliefs.

##### **Freedom of thought, belief, opinion, and expression:**

This includes the freedom to express oneself through various means, including the press.

##### **Freedom of peaceful assembly:**

The right to gather with others peacefully.

##### **Freedom of association:**

The right to join with others to form or belong to groups or organizations.

Q canadian rights and freedom



Sent from my iPhone

**From:** [REDACTED]  
**To:** [Deanna Snair](#); [PublicOnlyCouncilEmail](#)  
**Subject:** Subject: Formal Opposition to Proposed Peace and Good Order Bylaw RCOPG-001  
**Date:** June 20, 2025 11:03:11 PM

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Lisa Bland  
[REDACTED]

Three Mile Plains NS  
[REDACTED]

June 20, 2025

**To: Mayor Zebian and Members of West Hants Regional Municipal Council**

**Subject: Formal Opposition to Proposed Peace and Good Order Bylaw RCOPG-001**

Dear Mayor Zebian and Councillors,

I write to express my strong opposition to the proposed Peace and Good Order Bylaw RCOPG-001, currently under consideration by Council. While I understand the goal of maintaining community well-being, the Bylaw—if adopted in its current form—would infringe upon Charter-protected rights, harm our rural and agricultural communities, and open the door to discriminatory enforcement practices.

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## 1. Violation of Fundamental Rights and Freedoms

The Bylaw includes vague and overly broad language that is incompatible with the **Canadian Charter of Rights and Freedoms**, including:

- **Freedom of expression** – Prohibiting the use of language deemed “profane, obscene, lewd, racial or discriminatory” on both public and private property raises serious constitutional concerns. While hate speech laws exist federally, municipal bylaws cannot override protected forms of speech, especially in private homes or peaceful gatherings.
- **Freedom of peaceful assembly** – The Bylaw’s ban on “disorderly conduct,” loitering, or protests that may “tend to disturb the peace” risks criminalizing protest, peaceful gatherings, vigils, or community activism—including union

pickets, Indigenous land defence, and youth movements.

- **Right to privacy in one's home** – The Bylaw shockingly extends to **dwelling houses**, regulating speech if a resident is asked to stop. ***This is an unjustifiable intrusion into the sanctity of private homes.***
- 

## 2. Risk of Discriminatory Practices and Unequal Enforcement

This Bylaw creates a dangerous opportunity for **targeted complaints** based on **prejudice, bias**, or **personal grievances rather** than genuine disturbance. This is especially harmful to:

- **Youth and marginalized residents** – Young people gathering outside a home or playing music may be more likely to be reported for “loitering” or “noise” than others, particularly if they are racialized, LGBTQ+, or living in poverty or experiencing homelessness.
- **Rural and working-class communities** – The lifestyle of rural families—livestock care, wood chopping, early-morning equipment use—is vulnerable to complaint under unclear definitions of “unreasonable” noise.
- **Cultural and religious expression** – Certain traditions involving music, chanting, or gatherings (e.g., Mi’kmaw ceremonies, Ramadan celebrations, cultural drumming, etc.) could face disproportionate scrutiny under this Bylaw.

Without objective standards and clear limits, the Bylaw empowers a complaint-based system that reflects the biases of individuals rather than actual harm—thus reinforcing systemic inequities rather than promoting true peace or order.

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## 3. Impact on Farmers and Animal Welfare

Although section 4(3) claims to exempt noise related to “agricultural practices,” it fails to protect against misinterpretation or overreach:

- Farmers may need to use alarms, machinery, or animal deterrents unpredictably.
- Emergency actions to defend animals could be misconstrued as “causing a disturbance.”
- The vague nature of “reasonable” agricultural noise places farmers at risk of penalties even for essential, humane work.

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#### 4. Lack of Enforceable Standards and Appeal Processes

- The bylaw relies heavily on subjective judgment, rather than measurable noise thresholds.
- It lacks clear timelines, criteria, or an appeals process for those accused or fined.
- Enforcement falls to both municipal officers and RCMP, potentially duplicating services or creating legal confusion.

This introduces uncertainty and cost to both residents and the Municipality, and invites legal challenge on procedural fairness grounds.

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#### 5. Recommendations

I urge Council to reject this bylaw in its entirety. If concerns about noise or disorder truly need regulation, they must:

- Be **narrowly tailored** to protect core freedoms;
- Include **objective, measurable standards** (e.g., decibel levels);
- **Exclude** private homes and peaceful assemblies;
- Include **safeguards against discriminatory enforcement**;
- **Protect rural and agricultural practices** fully and clearly;
- clearly align with the recent equity strategic plan.

This bylaw overreaches municipal authority and invites conflict rather than promoting harmony. It threatens free expression, the right to protest, agricultural life, and even the privacy of our homes. Most worryingly, it opens the door to **discrimination masked as enforcement**.

I urge you, as elected representatives, to stand for fairness, clarity, and true community well-being—by voting **no** on this bylaw or returning it for complete revision in consultation with community stakeholders and legal experts.

Sincerely,

**Lisa Bland**

\*\*\*\*\*

Sent using [Outlook for iOS](#)