

## Municipality of the District of Lunenburg POLICY

Title: <b>Committees</b>	
Policy No. <b>MDL-02</b>	
Effective Date: March 27, 2012, February 10, 2016	Amended Date: Jan. 22, 2013, Sept. 23, 2014, Jan. 26, 2016, Oct. 11, 2016, Nov. 8, 2016, July 14, 2020

### 1. Committees of Council

- 1.1 Council may, under Section 24 of the *Municipal Government Act*, establish standing, special and advisory committees. Each committee shall perform the duties conferred on it by the Act, any other Act of the Legislature, the by-laws or policies of the Municipality, or their Terms of Reference approved by Council.  
(amended Jan. 26/16)

### 2. Nominating Committee

- 2.1 The first Committee to be appointed shall be the Nominating Committee, which shall consist of the Mayor and three members of Council appointed by the Mayor.
- 2.2 Each Committee member shall serve for a one year term and all Council members shall serve at least one term on the Nominating Committee. (amended Oct.11/16)
- 2.3 The Nominating Committee shall make all Council appointments to MODL Committees and Standing Committees.
- 2.4 The Nominating Committee shall also recommend appointments to all other Committees, Commissions and Boards to which the Council may appoint members, except the public members-at-large of the Fire Service Committee for which this Committee shall recommend appointments directly to Council. (amended Sept. 23, 2014)
- 2.5 The Nominating Committee shall receive letters of nomination for awards of Acts of Bravery and Substantial Achievement and shall recommend those deemed worthy of the award to Council as outlined in Policy MDL-42 "Acts of Bravery and Substantial Achievement Awards. (amended Jan. 26/16)
- 2.6 The Nominating Committee shall review nominations and make recommendations to Council for all Community Achievement Awards. (amended Jan. 26/16)

### **3. Policy and Strategy Committee**

- 3.1 The purpose of the Policy and Strategy Committee is to hold debate and discussion on by-law and policy review, strategy, land and any other matters not dealt with by the Audit and Finance Committee.
- 3.2 The Committee shall meet monthly on the third Tuesday of the month. The Chair, in consultation with staff, may add or cancel meetings as required based on the volume and complexity of agenda items.
- 3.3 Membership of the Committee shall consist of the whole of Council.
- 3.4 The Deputy Mayor shall chair the Committee.
- 3.5 The Vice-Chair shall be selected annually at the November meeting of the Committee in accordance with the election procedures outlined in Policy MDL-01. The sitting Vice-Chair may re-offer for the same position.
- 3.6 All meetings shall be conducted in accordance with Policy MDL-01 unless otherwise stated in this section.

(amended Oct. 11/16)

### **4. Planning Advisory Committee [Repealed July 14, 2020]**

### **5. Ex Officio**

Except where the Mayor is specifically appointed to a Committee, the Mayor shall be a member “ex officio” of all committees, but as an “ex officio” member, the Mayor shall not vote, except in the absence of one or more members of the Committee.

### **6. Conflict of Interest**

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of a Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate, remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.

### **7. Terms of Reference**

- 7.1 The Municipal Clerk will maintain the Terms of Reference for all MODL committees.

7.2 Members of a committee may propose amendments to their Terms of Reference by majority vote. Council shall consider proposed amendments but retains final authority to amend or retain the existing Terms of Reference. (amended Jan. 26/16)

**8. Repeal**

Any previous version of policy MDL-02 is hereby repealed and replaced with new policy MDL-02.

<b>Annotation for Official Policy Book</b>	
Date of Adoption:	<u>March 27, 2012</u>
Date of Notice to Council Members of Intent to Amend (7 days minimum)	<u>September 9, 2014</u>
Date of Passage of Amendments:	<u>September 23, 2014</u>
Date of Notice to Council Members of Intent to Amend (7 days minimum)	<u>January 19, 2016</u>
Date of Passage of Amendments	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Amend	<u>September 30, 2016</u>
Date of Passage of Amendments	<u>October 11, 2016</u>
Date of Notice to Council Members of Intent to Amend	<u>November 1, 2016</u>
Date of Passage of Amendments	<u>November 8, 2016</u>
Date of Notice to Council Members of Intent to Amend	<u>June 23, 2020</u>
Date of Passage of Amendments	<u>July 14, 2020</u>
I certify that policy MDL-02 "Committees" was adopted and amended by Council as indicated above.	
 _____	July 15, 2020 _____
Municipal Clerk	Date