

# Policy & Strategy Committee Meeting AGENDA

Tuesday, February 16, 2021 – 9:00 a.m.

1. CALL TO ORDER
2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, RECOGNITION
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES of January 19, 2021 (as circulated)
5. BUSINESS ARISING FROM MINUTES
6. PRESENTATIONS - NIL
7. REFERRAL FROM COUNCIL - NIL
8. STAFF REPORTS
  - 8.1 Administration Department
    - 8.1.1 Proposed Amendments to MODL Policy 001 - Proceedings of Council ..... 1-19
    - 8.1.2 Proposed Amendments MODL Policies 002 – Committees & 038 – Public ..... 20-26  
Participation to Council & Audit & Finance Committee
    - 8.1.3 Committee & Board Reporting to Council..... 27-34
    - 8.1.4 Discussion re Public Transit (verbal)
9. MAYOR’S/DEPUTY MAYOR’S/COUNCILLORS’ MATTERS
  - 9.1 Update on South Shore Housing Action Coalition (Councillor DeLong)
  - 9.2 Street Lights (Mayor Bolivar-Getson)..... 35-36
10. ADDED ITEMS
11. IN CAMERA
  - 11.1 Internet Project under Section 22(2)(e) of the MGA
12. NEXT MEETING – March 16, 2021 – 9:00 a.m.
13. ADJOURNMENT



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Chairman and Members of Policy & Strategy Committee  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** February 4, 2021  
**RE:** **Proposed Amendments to MODL Policy 001 Proceedings of the Council**

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#### RECOMMENDATION

**“that the Policy & Strategy Committee recommend to Council that Municipal Council approve the proposed amendments to MODL Policy 001 Proceedings of the Council, as presented, and hereby gives seven (7) days’ notice of Council’s intention to approve the proposed amendments to Policy 001 at the February 23, 2021 Council meeting”.**

#### EXECUTIVE SUMMARY

Council requested staff to revise MODL Policy 001 Proceedings of the Council to allow for live streaming of Council meetings, the retention of audio recordings on MODL’s website for 2 years, move older recordings to an outside platform, to not allow physical attendance by members of the public at meetings during pandemics when attendance at meetings is restricted; and to allow presentations virtually.

The proposed amendments to Policy 001 incorporate Council’s direction.

#### DISCUSSION

Council’s direction to continue with no members of the public in attendance at meetings during COVID restrictions is addressed through an amendment to subsection 3(1). This proposed amendment allows no public in attendance at meetings when a State of Emergency has been called and meeting restrictions have been put in place.

Section 3.6 of the Policy has been amended to specify that audio recordings of Council meetings will be kept on the website for two (2) years and then moved to an outside platform; and further, that they would be retained in accordance with MODL Policy 088 Records Management and Destruction, which is that records are kept for 10 years.

The proposed amendments in Section 17.3 allow for public presentations to be done electronically and gives reference to meeting the requirements of Council's Public Presentations Policy.

The current Policy, under section 3.6, allowed for live streaming so no policy changes have to be made to accommodate that direction. Live streaming can be done through Facebook, YouTube and the MODL website. Staff has selected live streaming through Facebook as it has the greatest number of followers. A live video may be shown on the front page of the MODL website by and "embedding" feature which Facebook offers for free. Once a live streaming is on, anyone may watch it again at anytime unless a moderator prohibits it. Anyone with a Facebook account may comment on live streaming events, and anyone without a Facebook account can livestream if they have access to the internet. A staff person will be required to monitor live streaming as it is running.

### **BUDGET IMPLICATIONS**

The operating cost for live-streaming Council meetings is approximately \$25.00 per month. The Basic Plan for live streaming is \$24.99 per month and \$1.5/GB after 50 GB. 1GB is equal to 30 minutes of video. If Council decided to live stream other committee meetings, the cost would go up depending on how much streaming time was used. The Ultimate Plan is \$49.99 per month plus \$1/GB after 125GB.

### **STRATEGIC PLAN**

N/A

### **WORK PLAN**

An employee will need to be assigned to monitor the live streaming.

### **ALTERNATIVES**

Make changes to the proposed amendments.

## **CONCLUSION**

The proposed amendments incorporate Council's direction. Council can either approve the proposed amendments as presented or make additional changes to the policy and the proposed amendments to reflect Council's discussion or intention.

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Department: Administration

Report Prepared By: Sherry Conrad, Mun. Clerk

Date: February 3, 2021

Report Approved By: Alex Dumaresq

Date: February 9, 2021

Reviewed By CAO:

Date:

# Municipality of the District of Lunenburg

## POLICY

Title: <b>Proceedings of the Council</b>	
Policy No. <b>001</b>	
Effective Date: November 9, 2010, February 10, 2016	Amended Date: Jan. 26, 2016; Oct. 11, 2016, July 14, 2020

### 1 Definitions

In this policy all words shall have their meanings as described in Standard English dictionaries except for the following:

- 1.1 "Ballot" means:  
A written vote that assures the secrecy of an individual's election decision.
- 1.2 "Chair" means:
- (a) the Mayor; or
  - (b) in the absence of the Mayor, the Deputy Mayor; or
  - (c) in the absence of the Mayor and the Deputy Mayor, the Member appointed by Council to preside; or
  - (d) until a Mayor has been elected, the Clerk.
- 1.3 "Meeting" means a regular or special meeting of Council and covers the period of time in which Members are actually sitting, from the official opening of a meeting until the final adjournment thereof, regardless of the number or length of sessions which may be held and then terminated by temporary recesses or adjournments.
- 1.4 "Point of Order" means:
- (a) any breach of the rules of order of Council; or
  - (b) any defect in the constitution of any meetings of the Council; or
  - (c) the use of improper, offensive or abusive language; or
  - (d) any other informality or irregularity in the proceedings of Council.
- 1.5 "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to adopt an agenda, motions to approve minutes, motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone for a period of time or indefinitely, motions for points of order, motions to defer, motions to adjourn. (amended Jan. 26/16)

- 1.6 "Rescind a Motion" is a motion to nullify a vote taken at a previous meeting. It may be made by any Council member, but only if no action has been taken on the motion.
- 1.7 "Rules of Order" means the parliamentary rules followed by Council when conducting meetings of business, which are the practices under *Robert's Rules of Order*.
- 1.8 "Session" means the proceedings of Council held on any one day
- 1.9 "Substantive Motion" means any motion other than a procedural motion, a question of privilege or a point of order.

## 2 Elections

- 2.1 The Council shall elect a Deputy Mayor in accordance with municipal policy MDL-11.
- 2.2 The nomination of Deputy Mayor shall be by ballot.
- 2.3 Upon nomination, if a Council member does not wish to accept the nomination, they should decline at once, by stating "I respectfully decline the nomination". [amended July 14, 2020]
- 2.4 Where only one person is nominated for an office and nominations have been closed by resolution, the chair shall declare that person elected to the office in question, by acclamation.
- 2.5 Where more than two persons are nominated for election of Deputy Mayor and no nominee receives, on the first vote or ballot, a majority of the votes of the Members present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council vote again.

The Council shall vote up to three times after the number of candidates still on the ballot has been reduced to two or until one of the nominees has a majority of the votes of the Members present.

In the event of a tie vote for two or more candidates for the office being voted upon and the addition of one vote would entitle one or more of the candidates to be declared elected and where Council has voted up to three times to break the tie vote, the Clerk shall determine the candidate to be declared elected by Lot.

“Lot” means the method of determining the successful candidate randomly. This can be done for in-person meetings by placing the names of the candidates on equal size pieces of paper and ~~placed~~ placing them in a box and one name being drawn by a person chosen by the Clerk or designate. This same method can be used at a virtual meeting or it can be done electronically by listing the names in an electronic randomized selection program and running the program to select one name.

### 3 Meetings

- 3.1 Except as otherwise provided in *Subsection 22(2) of the MGA*, all Council meetings and meetings of committees appointed by Council are open to the public. [amended July 14, 2020]

In-person public attendance at Council meetings is encouraged, except in circumstances that have resulted from a Provincial State of Emergency being called (i.e. pandemic) and restrictions being placed on public meeting gatherings. During these time, no public will be allowed to attend meetings in person.

- 3.2 Regular meetings of the Council shall be held on the second and fourth Tuesdays of each month. Public notice of regular Council meetings is not required. (amended Jan. 26/16, Oct. 11/16 & July 14/20)
- 3.3 In addition to regular meetings, Council may hold such other meetings as may be necessary or expedient for the conduct of business provided that each member of Council is notified at least three (3) days in advance and the Clerk gives at least two (2) days notice to the public. Notice to the public will be, at the minimum, through a notice on the MODL website; however, may be through other forms of media depending on the matter. [amended July 14, 2020]
- 3.4 Council may meet without notice if the Mayor determines that there is an emergency. [amended July 14, 2020]
- 3.5 A meeting of Council is not illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy, or a notice of meeting. [amended July 14, 2020]
- 3.6 Council meetings may be live streamed using a suitable streaming facility or similar technology. Mandatory public participation (e.g. Public Hearings, 2<sup>nd</sup> Readings, etc.) in live-streamed meetings is limited to messaging or other similar communication methods. ~~Live-streamed Council meetings shall be recorded and the video recording shall be available on the MODL website.~~ [amended July 14, 2020]

Council meetings will be audio recorded for the public to have access to the meeting and the recording will be posted on MODL's website within 24 hours of the meeting.

Audio recordings of Council meetings shall stay on MODL's website for two years, after which time they will be moved to an outside platform (e.g. soundcloud) that can be accessed by the public. The recordings will be retained in accordance with MODL Policy 008 Records Management and Destruction.

3.7 As an alternative to in-person meetings, Council meetings may be conducted by electronic means such as telephone conferencing or internet conferencing provided that the following criteria are met:

3.7.1 notice of the alternative form of meeting is provided to the public at least two (2) days prior to the meeting;

3.7.2 the alternative form of meeting chosen permits all members of Council to effectively communicate with each other during the meeting;

3.7.3 all votes are taken as recorded votes; and,

3.7.4 the meeting is recorded and the recording is made available on the MODL website within 24 hours of the end of the meeting.

[amended July 14, 2020]

3.8 (a) A member of Council may attend and participate in an in-person meeting of Council by electronic means provided that one the following criteria are is met and the member is not on extended vacation or unexcused leave of absence:

~~3.8.1~~(i) the member has made a request to ~~Council~~ the Mayor/ Chair based on planned unavailability;

~~3.8.2~~(ii) the member of Council is away due to work or family commitments;

~~3.8.3~~(iii) there is inclement weather and business cannot be postponed;

~~3.8.4~~ the member is not on extended vacation or unexcused leave of absence;

~~3.8.5~~(iv) the member is not able to attend in person for health reasons but is able to attend by electronic means; ~~and,~~



**3-8-6(b)** Any Councillor participating by electronic means is deemed present at the meeting. Otherwise, shall be marked absent if:

**3-8-6-1 (i)** a technology problem prevents participation; and

**3-8-6-2 (ii)** communication is lost and cannot be reconnected.

[amended July 14, 2020]

- 3.9 When a Council meeting falls upon a holiday or upon a day deemed to be inappropriate, Council shall set a new date by resolution. [amended July 14, 2020]
- 3.10 The Mayor shall preside at all meetings of the Council or, in their absence, by the Deputy Mayor. (*See Section 15, MGA*) [amended July 14, 2020]
- 3.11 If both the Mayor and the Deputy Mayor are absent, the Council may appoint a chair from the Members present. (*See Section 15, MGA*) [amended July 14, 2020]
- 3.12 Meetings shall convene at a time established by a resolution of Council. [amended July 14, 2020]

#### **4 Quorum of Council**

- 4.1 A majority of the members of Council (Mayor or Chair is considered a member of Council) shall constitute a quorum for the transaction of business in accordance with *Section 20(1) of the MGA*.
- 4.2 At any meeting of the Council, if ten minutes elapse without a quorum being present, the Members present shall meet, and
  - (a) Adjourn the meeting; or
  - (b) Recess; or
  - (c) Extend the time for the meeting of the Council for one half hour from the hour fixed for such meetings, if a quorum is still not present, the meeting shall stand adjourned.
- 4.3 A Mayor or Member who, without leave of Council, is absent from three consecutive regular meetings of Council, shall there by vacate their office, and the office shall be declared vacant by the Council in accordance with *Section 17(4) of the MGA and Section 18(6) of the Municipal Elections Act*.
- 4.4 Council may excuse, by resolution, the absence of a Member if there is just cause.

## 5 Voting

- 5.1 No motion shall be voted upon unless seconded and any un-seconded motion shall not be made again during the session.
- 5.2 A motion may be withdrawn by the mover with the consent of the seconder at any time before the Council has voted on it.
- 5.3 When a division on any question is demanded, the chair shall call for the yeas and nays and the chair shall then declare the result.
- 5.4 All votes other than votes on procedural motions shall be recorded.
  - 5.4.1 Unanimous votes shall be recorded as Carried unanimously.
  - 5.4.2 Where vote results are not unanimous, only the names of the Councilors voting against the motion will be recorded.  
(amended Jan. 26/16)
- 5.5 Subject to the *Municipal Conflict of Interest Act* and *Sections 205(7) and 230(3) of the MGA*, all Members present including the person presiding, shall vote on a question.
- 5.6 Any Member who fails or refuses to vote and who is required to vote, except in accordance with subsection 5.5, shall be deemed to have voted in the negative.
- 5.7 As to the proceedings of Council, unless otherwise prescribed by statute, all questions arising in the Council shall be decided by a majority of votes. In the event of a tie, the question voted on shall be deemed to be determined in the negative.

## 6 Minutes

- 6.1 Upon the opening of each meeting of the Council, regular or special, the minutes of the last preceding meeting shall be considered and after all necessary corrections and amendments have been made, and the minutes approved, a copy of the same shall be entered in the Minute Book and shall be deemed to be the original minutes of the Council.
- 6.2 The minutes shall:
  - (a) record the date, time and place of the meeting, and the kind of meeting;
  - (b) record the time when any Council member joins or leaves a meeting which is in progress;

- (c) contain all resolutions, and motions, with the name of the mover and seconders; and record outcome of the vote;
- (d) all elections and results;
- (e) mention reports, petitions and other papers submitted to the Council only by their respective titles, or a brief description of their purport, except verbal reports which shall be entered at length; and
- (f) time of adjournment.

## **7 Agenda**

7.1 The order of business shall be at the discretion of the Chairperson, unless majority of Members consent to a different order of business. Otherwise, at each regular meeting of Council, Council shall conduct its business in the following order:

- (a) Call to order and opening;
- (b) Announcements, Acknowledgements, Recognition;
- (c) Public Input;
- (d) Approval of agenda, including additions thereto or deletions there from;
- (e) Approval of minutes;
- (f) Business arising from the minutes;
- (g) Awarding of tenders;
- (h) Presentations;
- (i) Consideration of correspondence;
- (j) Recommendations/referrals from committees and boards;
- (k) Staff reports;
- (l) Mayor's/Deputy Mayor's/Councillors' Matters;
- (m) In camera;

(n) Adjournment.

(amended Jan. 26/16)

7.2 Notwithstanding (7.1), the first meeting after an election the order shall be;

(a) Call to order by the Clerk;

(b) Declaration of results of election;

(c) Administration of the Oaths of Office for Mayor and Members elect and/or acclaimed candidates;

(d) Nomination and election by ballot for the Deputy Mayor.

7.3 Deadline for agenda items and accepting material for same is seven (7) days in advance of the meeting date. (amended Jan. 26/16)

7.4 Agendas shall be circulated four (4) days in advance of scheduled meeting dates. (amended Jan. 26/16)

7.5 In the case of urgent and/or pressing necessity, items may be added to a meeting agenda on the day of the meeting, without previous debate or notice being given, with a 2/3 majority vote of Council to add the item to the agenda. It must be demonstrated that the item is of an urgent nature (i.e. time sensitive). (amended Jan. 26/16)

7.6 Added items to an in-camera agenda shall be identified by the type of matter to be discussed, with additional information, where possible, to further identify the item but not as to disclose the confidential information and the reference under the MGA shall be stated. (amended Jan. 26/16)

7.7 No new items are permitted to be added or discussed at an in-camera meeting unless the matter has been previously added and approved as an addition prior to moving in-camera. (amended Jan. 26/16)

## **8 Rules of Debate**

8.1 The rules and regulations contained in this policy shall be observed in all proceedings of Council and any of its committees; and in any case for which provision is not made herein the procedure to be followed shall be as set out in "*Robert's Rules of Order*" as revised from time to time.

- 8.2 The Council or a committee, by unanimous vote, may suspend any rule of order provided for in this policy and such suspension shall apply to all sessions of that particular meeting.
- 8.3 It shall be the duty of the chair to:
- (a) open the meeting of Council by taking the chair and calling the members to order;
  - (b) announce the business before the Council in the order in which it is to be acted upon;
  - (c) receive and submit, in the proper manner, motions presented by a member of Council;
  - (d) put to vote a question which is regularly moved and seconded or necessarily arises in the course of the proceedings and to announce the result of the vote;
  - (e) restrain the members, when engaged in debate, within the rules of order;
  - (f) enforce on all occasions, the observance of order and decorum;
  - (g) call by name any member persisting in a breach of the rules of order of the Council thereby ordering them to vacate the Council Chamber;
  - (h) inform the Council when necessary, or when referred to, on a point of order;
  - (i) permit questions to be asked through the chair of any official of the Municipality to provide information to assist any debate when they deem it proper; [amended July 14, 2020]
  - (j) provide information to members on any matter touching on the business of the Municipality; and
  - (k) adjourn the meeting when the business is concluded;
- 8.4 Every member, prior to speaking to any question or motion, shall raise their hand and wait to be recognized by the chair. When two or more Members have so indicated their desire to speak, the chair shall designate the Member who has the floor.

- 8.5 No Member shall speak more than twice on any motion, except in explanation of their remarks; however, the mover of a substantive motion shall have the right to speak a third time, if necessary, to reply and sum up in closing the debate.
- 8.6 No Member shall speak more than fifteen minutes upon any matter at any one time, without the leave of Chair.
- 8.7 No Member shall move about the chambers unnecessarily, nor speak or whisper so as to interrupt any member or delegate who has the floor.
- 8.8 If a Member wishes to explain a misunderstanding of a point they have made, they shall ask leave of the chair; if permitted, they shall explain only the misunderstanding of their words, without any further comment.
- 8.9 When a Member speaks they shall address their remarks to the chair, confine themselves to the matter in question, avoid mentioning personalities and avoid unbecoming language.
- 8.10 The chair may censure any Member who:
  - (a) while speaking, questions the motives of another Member;
  - (b) while speaking, treats another Member with personal disrespect;
  - (c) passes between the chair and a Member who is speaking;
  - (d) uses unbecoming language;
  - (e) talks or acts so as to distract a Member who is speaking;
  - (f) willfully violates any rule of order.
- 8.11 If a Member feels they have been personally aggrieved by a censure of the chair, they may appeal from such censure to the Council.
- 8.12 Any such Member may speak on their own behalf in relation to any such censure being appealed to Council, but shall withdraw from the Council Chambers before the Council proceeds to consider and vote on the matter.

## **9 Points of Order**

- 9.1 The chair shall, and any Member may, call to order any Member who violates any rule of order. A Member raising a point of order shall verbally state "Point of Order".
- 9.2 When a Member speaks to a point of order, the question of order shall be decided before the matter under discussion is proceeded with, and when any Member is called to order the Member shall refrain from speaking until the point of order is determined.
- 9.3 The chair shall decide on points of order and the chair may make a decision immediately or may permit debate on the point of order before making a decision.
- 9.4 The decision of the chair may be challenged by a motion from the floor, which must be duly seconded, to dissent from the ruling of the chair. Such a motion is not debatable and the chair shall forthwith put the question in this manner "Shall the decision of the chair be upheld?"
- 9.5 If the question does not receive majority support, the ruling of the chair on the point is not sustained and is overturned.

## **10 Motions**

- 10.1 When a motion is before the Council and under debate no other motion shall be entertained until the motion under debate is decided, except for the following:
  - (a) a motion to amendment;
  - (b) a motion to refer;
  - (c) a motion to close debate at a specified time;
  - (d) a motion to call for the question;
  - (e) a motion to table;
  - (f) a motion to postpone;
  - (g) a point of order;
  - (h) a point of privilege;
  - (f) a motion to adjourn.

- 10.2 A motion to refer a matter for further information shall state to whom the matter is referred, what information is desired.
- 10.3 Motions used to suppress debate such as, referring, postponing to a certain time, or tabling motions shall be ruled out of order.
- 10.4 A motion to adjourn shall always be in order, except in the following cases:
- (a) When a Council member is in possession of the floor;
  - (b) While the Council members are voting;
- 10.5 No debate shall be allowed on the following motions:
- (a) a motion that the debate be closed at a specified time;
  - (b) a motion to adjourn;
  - (c) a motion to reconsider an earlier decision of Council; except as allowed in Section 13
  - (d) a motion for leave for any person, not a Member, to address the Council;
  - (e) a motion to change or suspend the order of business;
  - (i) a motion to allow a Member to speak more than the prescribed number of times; and
  - (g) a motion to dissent from the ruling of the chair on a point of order.
- 10.6 Limited Debate shall be allowed on the following motions:
- (a) A motion to refer a matter to a committee, staff or Council members may be debated only as to whom the matter is to be referred, what specific information is desired, or when the matter shall be brought back to the floor of Council;
  - (b) A motion calling for the question shall not be voted on until after every Member who has not spoken on the motion already, and who wishes to speak, has been heard.
- 10.7 Deleted (amended Oct. 11/16)

## 11 Amendments



- 11.1 An amendment shall be relevant to the subject matter of the motion under debate and no amendment shall be allowed which, in the opinion of the chair, has the effect of nullifying the motion under debate.
- 11.2 No more than one amendment and a sub-amendment shall be received by the chair or considered by Council at any one time;
- 11.3 The chair shall make all efforts to clarify the wording being voted on when Council is ready to vote on a sub-amendment, an amendment and then the main motion.

## **12 Resume Consideration**

- 12.1 A motion to resume consideration shall be in order when a matter comes up on the agenda as a result of being earlier referred from the floor of Council to be studied by a board or committee or staff member or Councils.

## **13 Motion to Reconsider**

- 13.1 After a question has been decided, either in the affirmative or negative, and after the decision has been announced from the chair, any member who voted with the majority may at that meeting or the next regular scheduled meeting give notice of intention to move a reconsideration.
- 13.2 Unless reconsideration is moved at the meeting or the next regular meeting the right of reconsideration shall be lost.
- 13.3 The main or substantive motion to be reconsidered does not come back on the floor of Council for debate until the motion to reconsider has been moved, seconded and has received the majority vote of Council.
- 13.4 A motion to reconsider shall not be debatable except where the question to be reconsidered was debatable and that the Member who gave the notice of motion to reconsider has the privilege of stating new information on the motion.
- 13.5 No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.
- 13.6 No motion to reconsider shall be allowed in regard to a motion approving all or part of the annual budget.

## **14 Motion to Rescind or Repeal**

- 14.1 Any Council member may make a motion to rescind a main motion, and voting requirements for rescinding or repealing are as follows:
  - (a) if notice given, a majority vote is required;
  - (b) if notice not given, a 2/3 vote is required.
- 14.2 Any action may be rescinded or repealed except where action has been taken that cannot be undone.
- 14.3 A motion to rescind may be used if the opportunity for reconsideration has lapsed. (See section 13.2)

## **15 Motion to Renew**

- 15.1 After a motion has been rejected, the maker of the motion may renew their motion at a future meeting, only if the option for reconsideration has expired. [amended July 14, 2020]
- 15.2 A motion to be renewed may not be made until a clear 6 month period has passed.

## **16 Petitions**

- 16.1 Every ratepayer or resident of the Municipality, and every corporation doing business therein, shall have the right to be heard before Council by petition and every petitioner shall be entitled to be heard at the time of presentation of the petition.
- 16.2 Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Council. A total of 15 minutes shall be allotted to the petitioner and accompanying persons to speak to the petition at the Council meeting. (amended Jan. 26/16)
- 16.3 The petition must be addressed to the Council of the Municipality of the District of Lunenburg and request a particular action within the authority of Council. (amended Jan. 26/16)
- 16.4 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. (amended Jan. 26/16)

- 16.5 The filing of a petition with the Clerk shall be done at least one week before the first day of the meeting of Council at which it is to be considered. (amended Jan. 26/16)

## 17 Verbal Presentations

- 17.1 Any persons who are not Members or officers of the Municipality shall observe silence and order in the Council Chambers, unless given permission to speak on behalf of a petition or otherwise allowed in this policy. Any such persons disturbing the proceedings of Council shall be called to order by the chair and, if they fail to comply, shall be ordered, by the chair to leave the Council Chambers.
- 17.2 At the beginning of regular meetings of the council, fifteen (15) minutes for non-scheduled public input shall be available. (amended Oct. 11/16)
- 17.3 For scheduled presentations, any delegation wishing to address Council can do so in person or through electronic means and shall:
- (a) give notice of such request to the Clerk Chief Administrative Officer or designate at least one week prior to the scheduled meeting at which such delegation is to appear present;
  - (b) be provided fifteen (15) minutes to appear present to Council;
  - (c) presentations shall also meet the requirements of MODL Policy 038 "Public Presentations to Council and Council Committees"
- 17.4 No motions shall be brought to the floor, until; such time as the delegation has ended and the matter has been placed on an agenda thus providing for the opportunity to debate and/or discuss the matter in question.

## 18 Repeal

- 18.1 Previous policy MDL-01 is hereby repealed and replaced with new policy MODL-001. (amended Jan. 26/16)

**Clerk's Annotation for Official Policy Book**

Date of Adoption	<u>November 9, 2010</u>
Date of Notice to Council Members of Intent to Consider (7 days minimum):	<u>October 21, 2010</u>
Date of Passage of Amendments:	<u>November 9, 2010</u>
Date of Notice to Council Members of Intent to Consider Amendments:	<u>January 19, 2016</u>
Date of Passage of Amendments:	<u>January 26, 2016</u>
Date of Notice to Council Members of Intent to Consider:	<u>September 30, 2016</u>
Date of Passage of Amendments:	<u>October 11, 2016</u>
Date of Notice to Council Members of Intent to Consider:	<u>June 23, 2020</u>
Date of Passage of Amendments:	<u>July 14, 2020</u>

I certify that this MODL Policy 001 "***Proceedings of Council***" was adopted and amended by Council as indicated above.



July 15, 2020

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date



## Municipality of the District of Lunenburg

### Request for Decision

**REPORT TO:** Chair and Members of the Policy & Strategy Committee  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** February 16, 2021  
**RE:** **Proposed Amendments to Policy 002 “Committees” and Policy 038 “Public Presentations to Council & Audit & Finance Committee”**

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#### RECOMMENDATION

- 1) that the Policy & Strategy Committee recommend to Council that Municipal Council approve the proposed amendments to Section 3.1 of MODL Policy 002 “Committees”, as presented, and hereby gives seven (7) days’ notice of Council’s intention to approve the proposed amendments at the February 23, 2021 Council meeting”.
  
- 2) that the Policy & Strategy Committee recommend to Council that Municipal Council approve the proposed amendments to MODL Policy 038 “Public Presentations to Council & Audit and Finance Committee”, as presented, and hereby gives seven (7) days’ notice of Council’s intention to approve the proposed amendments at the February 23, 2021 Council meeting”.

#### EXECUTIVE SUMMARY

During the review of MODL Policy 001, some housekeeping amendments were identified in MODL policies 002 “Committees” and 038 “Public Presentations to Council & Audit and Finance Committee”.

The housekeeping amendment in Policy 002 is to replace “Audit and Finance Committee” with the “Finance Committee” as the Audit and Finance Committee no longer exists.

The housekeeping amendments in Policy 038 are to replace the words “Audit and Finance Committee” in the title with “Committees of Council”. The other amendments are to reflect

committees as well as Council and to add the words "or designate" after the words "Chief Administrative Officer".

## **DISCUSSION**

Housekeeping items as noted in the Executive Summary.

## **BUDGET IMPLICATIONS**

None

## **STRATEGIC PLAN**

N/A

## **WORK PLAN**

No impact.

## **ALTERNATIVES**

1. Do not do the amendments.
2. Make changes to the proposed amendments and/or make additional changes.

## **CONCLUSION**

The amendments are required to adhere to the current practice.

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Department:

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: February 5, 2021

Report Approved By: Alex Dumaresq, Deputy CAO

Date: February 10, 2021

Reviewed By CAO:

Date:

## Municipality of the District of Lunenburg POLICY

Title: <b>Committees</b>	
Policy No. <b>002</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 MODL Policy 042 "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 **issues** 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 MODL Policy 001. The sitting Vice-Chair may re-offer for the same position.
- 3.6 All meetings shall be conducted in accordance with MODL Policy 001 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 MODL Policy 002 is hereby repealed and replaced with new MODL Policy 002.

<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

## Municipality of the District of Lunenburg POLICY

Title: <b>Public Presentations to Council &amp; <del>Audit and Finance Committees</del> of Council</b> (amended Jan. 26/16)	
Policy No. <b>038</b>	
Effective Date: October 9, 2007, February 10, 2016	Amended Date: Jan. 26, 2016

### 1.0 Purpose

The purpose of this policy is to provide an opportunity for both Council members and the general public to share information.

2.0 The public shall be provided with an opportunity to ask questions, make requests, and/or present information for Council's or Committee's consideration.

3.0 A request for a presentation to Council **or Committee** members shall:

- a) be made in writing to the Chief Administrative Officer **or designate** at least seven days prior to the date of the meeting at which the presentation is **to be made-requested**;
- b) indicate who wishes to present to Council and on what matter they wish to present;
- c) be accompanied by an Executive Summary, any background information or any written documentation relating to the issue and must specify any requests of the Municipality for circulation ~~to Council members~~ **with the agenda**; (amended Jan. 26/16)
- d) presentation of Executive Summary and background material shall be provided to the Chief Administrative Officer **or designate** seven (7) days before the scheduled meeting and PowerPoint presentations should not exceed 10 slides in length. (amended Jan. 26/16)

4.0 The Chief Administrative Officer **or designate** shall review all requests ~~to present~~ **for** presentations and determine which meeting the presentation shall be made.

5.0 Prior to placing a presentation on a Committee or Council agenda, the Chair of the meeting shall approve the adding of the presentation to the agenda.

6.0 The number of presentations at a meeting shall be limited to two, so as to ensure that the regular business of Council **or Committee** may be conducted. Notwithstanding this limitation, the Chair may approve the placement of additional presentations on this agenda. (amended Jan. 26/16)

7.0 Presentations shall be limited to 15 minutes in length with an additional 10 minutes for questions and discussion by Council **or Committee**. Extensions beyond this time limitation may be approved by the Chair. (amended Jan. 26/16)

8.0 Municipal Council **and Council Committees** shall allow a 15 minute "comment period" at every Council Meeting, which will allow Council to receive citizen input. (amended Jan. 26/16)

**Clerk's Annotation for Official Policy Book**

Date of Notice to Council Members September 11, 2007

Date of Passage of Current Policy: October 9, 2007

Date of Notice to Council Members  
of Intent to Consider Amendments: January 19, 2016

Date of Passage of Amendments: January 26, 2016

I certify that this "MODL *Policy 038 Public Presentations to Council & Committees of Council*" was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**REPORT TO:** Chair and Members of the Policy & Strategy Committee  
**SUBMITTED BY:** Sherry Conrad, Municipal Clerk  
**DATE:** February 16, 2021  
**RE:** **Committee & Board Reporting to Council**

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#### **RECOMMENDATION**

**“that the Policy & Strategy Committee recommend to Council that Municipal Council approve Option 1 for Committee & Board Reporting to Council”.**

#### **EXECUTIVE SUMMARY**

There are several committees and boards that Council members serve on that do not comprise of the whole Council, therefore, Councillors are not always aware and up to date on the matters and activities of the committee or board.

#### **DISCUSSION**

Receiving committee and board agendas, minutes and monthly reports and reporting to Council, the Finance Committee or the Policy & Strategy Committee on the activities of the committees and boards will keep Councillors up to date.

At present, the Municipal Joint Service Board reports to Council monthly and the Lunenburg County Multi-purpose Corporation Board (LCLC) reports to the Finance Committee monthly. The LCLC report was previously given at a Council meeting, but a decision was made to have the report presented at the Finance committee meeting as there was a focus on the financial aspect of the Board.

Staff reviewed the committees and have attached, for review, a chart of the committees of Council and those committees that Councillors serve as MODL representatives. The question becomes should regular monthly, bi-monthly, or quarterly reporting be done or just when the Councillor serving on the Committee feels there is something to report.

It was suggested that a Councillor be prepared to report on the top three things Council should know about the activities of the committee or board. Triggers or guidelines for reporting to Council could include significant decisions relating to a strategic priority of Council, issues that have ramifications with other committees and boards, and financial issues (i.e., contracts entered into for three (3) or more years, purchases or contracts worth more than \$25,000, purchase or sale of land, if their budget will be exceeded, and special projects undertaken).

#### Option 1

All committee and board agendas, minutes (once approved) and monthly reports are circulated to Council. Councillors will be responsible to forward the information to administrative staff and staff will forward it to Council.

Reporting on the activities of a committee or board will be left up to the individual Councillor to bring forth their report when they feel they have significant information to report. They can contact staff to arrange a date to report at a Council meeting, a Policy & Strategy Committee meeting or a Finance Committee meeting.

Under this option, the monthly report on the Municipal Joint Services Board will continue to be given at the first Council meeting of the month and the LCLC monthly report will be made at the second Council meeting of the month.

#### Option 2

All committee and boards agendas, minutes (once approved) and monthly reports are circulated to Council. Councillors will be responsible to forward the information to administrative staff and staff will forward it to Council.

Reporting to Council on the activities of committees and boards will be done on a regular schedule as defined by Council.

If Council chooses Option 2, a decision will have to be made on what committees and boards should report, how often a report should be given and to what meeting. The reports can be given at a Finance Committee meeting or a Policy & Strategy Committee.

### **BUDGET IMPLICATIONS**

None

### **STRATEGIC PLAN**

N/A

## **WORK PLAN**

Minimal

## **ALTERNATIVES**

1. Leave as status quo.
2. Choose Option 2

## **CONCLUSION**

With the circulation of the agendas, minutes, and monthly reports, Councillors may feel they are aware of what is going on with the committees and boards and may only require ad-hoc reports when significant decisions are being considered. As a result, staff are suggesting Council go forward with Option 1 to see how that works first.

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Department: Administration

Report Prepared By: Sherry Conrad, Municipal Clerk

Date: February 5, 2021

Report Approved By: Alex Dumaresq, Deputy CAO

Date: February 10, 2021

Reviewed By CAO:

Date:

Schedule "A"

COMMITTEE	COMMITTEE OF COUNCIL (COC) or OUTSIDE COMMITTEE (OC)	CURRENT PRACTICE	OPTIONS	RECOMMENDATION
Ad Hoc Committee – Hebbville Village Commission	COC	No reporting.	Circulate minutes; report to Council or a committee	Request to report to Council, Finance or PSC when there is an update.
Area Advisory Committees	COC	No reporting or info circulated. They recommend to PAC and PAC recommends to Council.	Circulate minutes; report to Council or a committee	No reporting – soon to be dissolved.
Bridgewater Community Energy Initiative Advisory Committee	OC	No reporting.	Staff report to Council.	Staff request to report to Council, Finance or PSC when there is significant information to report.
Bridgewater Source & Water Protection	OC – meets 2 – 4 times a year - depends on topics	No reporting or info circulated.	Report to Council or committee; circulate minutes	Request to report to Council, Finance or PSC when there is significant information to report.
Bridgewater & Area Chamber of Commerce	OC – meets monthly	No reporting or info circulated.	Report to Council or committee; circulate minutes	Circulate minutes. Request to report to Council, Finance or PSC when there is significant information to report.
CEF/CES	Partnership Board – meetings bi-monthly	No reporting or info circulated.	Report to Council; circulate minutes.	Circulate minutes. Request to report to Council, Finance or PSC when there is significant information to report.
Common Land Committees	OC	No reporting or info circulated.	Report to Council or committee; circulate minutes	Request to report to Council, Finance or PSC if there is significant information to report.
Dangerous & Unsightly Committee	COC – meets as needed	Approved minutes posted on website.	Report to Council; circulate minutes	Circulate minutes.

Schedule "A"

COMMITTEE	COMMITTEE OF COUNCIL (COC) or OUTSIDE COMMITTEE (OC)	CURRENT PRACTICE	OPTIONS	RECOMMENDATION
Events Lunenburg County	OC – meets monthly	No reporting or info circulated. Financial requests come to Council with presentation.	Report to Council; circulate minutes	Circulate minutes. Request to report to Council, Finance or PSC when requesting funding or if there is significant information to report.
Fences Arbitration Committee	COC – as needed	Circulate approved minutes.	Circulate minutes. Meets only when required.	Circulate minutes.
Fire & Emergency Services Committee	COC – meets bi-monthly	Circulate minutes and Fire Services Coordinator updates Council on projects 2x a year.	Report to Council; circulate minutes	Circulate minutes. Continue with Fire Services Coordinator updates to Council.
Joint Building Services Committee	Partnership Comm – meetings are ad-hoc	Updates when requested or when consultation with council required	Provide regular updates to Council	Request to report to Council, Finance or PSC when there is significant information to report.
Joint Transportation Committee	OC – meetings are ad-hoc	Not presently meeting. When they were meeting, update was provided when required.	Report to Council or committee	Request to Report to Council, Finance or PSC when there is something to update.
Lunenburg Arena Committee	OC	No reporting.	Report to Council or committee; circulate minutes	Request to report to Council when there is significant information to report.



Schedule "A"

COMMITTEE	COMMITTEE OF COUNCIL (COC) or OUTSIDE COMMITTEE (OC)	CURRENT PRACTICE	OPTIONS	RECOMMENDATION
Lunenburg County Accessibility Committee	Partnership – meets bi-monthly	Report when needed.	Report to Council or committee; circulate minutes	Circulate minutes and request to report to Council, Finance or PSC when there is significant information to report.
LCLC	Partnership – meets monthly	Reports to Finance monthly.	Report to Council or committee; circulate minutes	Circulate minutes and report to Council monthly.
Lun. Co. Senior Safety Partnership Society	OC – meets monthly	Circulate monthly report.	Report to Council or committee; circulate minutes; circulate monthly report	Continue to circulate monthly report. Circulate minutes. Request to report to Council, Finance or PSC when there is significant information to report.
Lunenburg Harbour Health Advisory Group	OC	No reporting.	Report to Council or committee; circulate minutes	Request to report to Council, Finance or PSC when there is something significant to report.
Lun. Source Water Protection Advisory Committee	OC	No reporting.	Report to Council or committee	Request to report to Council, Finance or PSC when there is something significant to report.
Miller Point Peace Park	COC	No reporting.	Report to Council or committee; circulate minutes	Request to report to Council, Finance or PSC when there is something significant to report.
Municipal Joint Services Board	Partnership – meets monthly	Reports to Council monthly.	Report to Council or committee; circulate minutes	Circulate minutes and continue to report to Council.

Schedule "A"

COMMITTEE	COMMITTEE OF COUNCIL (COC) or OUTSIDE COMMITTEE (OC)	CURRENT PRACTICE	OPTIONS	RECOMMENDATION
Oakland Lake Watershed	OC	No reporting.	Report to Council or committee; circulate minutes	Request to report to Council, Finance or PSC when there is something to update.
Planning Advisory Committee	COC – meets monthly	Circulate minutes to members and post on website & come to Council with recommendations.	Report to Council; circulate minutes to all Council members	Circulate minutes
Police Advisory Board	COC – meets quarterly	Circulate minutes & come to Council with recommendations	Report to Council or committee; circulate minutes	Continue to circulate minutes. Request to report when there is signification information to report.
Region 6 Waste Management Committee	OC – meets bi-monthly	Presentation with budget approval request.	Report to Council or committee; circulate minutes	Circulate minutes; Region 6 staff to present with budget request; and request to report to Council, Finance or PSC when there is significant information to present.
REMO Regional Advisory Committee	Partnership – meets bi-monthly	Agendas & minutes put on website. Recommendations come to Council.	Report to Council or committee; circulate minutes	Circulate minutes. Request to report to Council, Finance or PSC when there is significant information to report.
Sawpit Wharf Advisory Community Committee	COC	No reporting. Recommendations come to Council.	Report to Council or committee; circulate minutes	Circulate minutes. Request to report to Council, Finance or PSC when there is significant information to report.

Schedule "A"

COMMITTEE	COMMITTEE OF COUNCIL (COC) or OUTSIDE COMMITTEE (OC)	CURRENT PRACTICE	OPTIONS	RECOMMENDATION
Sherbrooke Lake Advisory Committee	COC	Agenda and minutes on MODL website. Report to Council on milestones.	Report to Council or committee; circulate minutes	Circulate minutes and report to Council, Finance or PSC on milestones.
SS Housing Action Coalition	OC – meets monthly	No reporting. Presentations sporadically.	Report to Council or committee; circulate minutes	Circulate minutes. Report to Council, Finance or PSC when there is significant information to report.
SS Regional Library	OC – meets bi-monthly	No report. Presentation yearly.	Report to Council or committee; circulate minutes	Circulate minutes. Request to report to Council, Finance or PSC when requesting funding or when there is significant information to report.
Sustainability Committee	COC – meets on as needed basis	Will be circulating minutes.	Report to Council or committee; circulate minutes	Circulate minutes. Staff will update Council on projects.

**Request for Agenda Items under  
Mayor's/Deputy Mayor's/Councillors' Matters**

TO: Chief Administrative Officer  
FROM: Mayor Carolyn Bolivar-Getson  
DATE: February 11, 2021

1. Agenda Item  
Street Lights - Osprey Village

2. On what agenda do you want the item placed?  
Policy & Strategy Committee - February 16, 2021

3. Do you have written material to circulate with the agenda? Yes  No

If you do, please attach it to this form. If you do not, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

4. What is its relevance to Council or the committee?  
Previous commitment to consider installing street lights after the Municipal Services Building was built.

5. What outcome(s) are you seeking?  
Street Lights in Osprey Village  
\_\_\_\_\_  
\_\_\_\_\_

  
Councillor's Signature

February 11, 2021  
Date

Approval for agenda: Yes  No

Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_

  
Mayor or Chair of Committee

February 11, 2021  
Date

### **8.2.3 Request for Street Lights – Exit 12**

Ms. Conrad explained that a request was received from a business owner with regard to the Municipality installing and maintaining street lights along the Municipality's sidewalk on Highway 10.

Ms. Conrad reviewed the Municipality's three policies relating to street lights but advised that none of the policies accommodate a request for the Municipality to pay the installation and usage charges for street lighting on a provincial or municipal road.

The Committee discussed that it should be considered from a safety point of view due to the fact that the sidewalk is often used by students from the French School and the possible construction of a new administration building. The Committee decided not to proceed until Nathan Cirrilo Drive has been constructed to see what was needed for street lights at that time.