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Municipal Special Council Meeting Agenda

Tuesday, November 12, 2024 – 9:00 a.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

Greetings from Elder Peggy Wentzell of the Native Council of Nova Scotia.

1. Call to Order by the Clerk

2. Declaration of Results of 2024 Election

3. Administration of Oaths of Office for Mayor and Members Elect

4. Approval of Agenda

5. Mayor's Opening Remarks

6. Appointment of Nominating Committee

6.1 MODL Policy 002, s.2 1-3

7. Nomination & Election by Ballot of Deputy Mayor

7.1 MODL Policy 011 Deputy Mayor..... 4-5

8. Recommendations from Committees & Boards

8.1 Nominating Committee

8.1.1. Appointments to Lunenburg County Multi-Purpose Community Centre Board and Municipal Joint Services Board

9. Adjournment

Municipality of the District of Lunenburg

Policy Details	
Name	**Committees**
Number	**002**
Legislative Authority	
Effective Date	**February 23, 2021**

Committees of Council

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.

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) Each Committee member shall serve for a one-year term and all Council members shall serve at least one term on the Nominating Committee.

(3) The Nominating Committee shall make all Council appointments to MODL Committees and Standing Committees.

(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.

(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.

(6) The Nominating Committee shall review nominations and make recommendations to Council for all Community Achievement Awards.

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 Finance Committee.

(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) Membership of the Committee shall consist of the whole of Council.

(4) The Deputy Mayor shall chair the Committee.

(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.

(6) All meetings shall be conducted in accordance with MODL Policy 001 unless otherwise stated in this section.

Planning Advisory Committee

4 Repealed July 14, 2020.

Ex Officio

5 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.

Conflict of Interest

6 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.

Terms of Reference

7 (1) The Municipal Clerk will maintain the Terms of Reference for all MODL committees.

(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.

Repeal

8 Any previous version of MODL Policy 002 is hereby repealed and replaced with new MODL Policy 002.

Policy Adoption	
Date of Original Passage	March 27, 2012
Date of Notice of Intent to Amend	February 16, 2021
Date of Council Approval	February 23, 2021
Date of Effective Date (if different from approval date)	February 23, 2021
I certify that this Policy 002 Committees was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	**Date** **February 23, 2021**

Version	Amendment Description	Approval Date
Original V1	Committees	Mar 27, 2012
V2	Clarification that PAC reports to council and members at large are recommended by the Nominating Committee.	Sep 23, 2014
V3	Deletion of Committee of the Whole meetings and the following Standing Committees: Audit/Finance; Communications and PR; Community & Cultural Services; Infrastructure, Environment & Economic Development. Creation of new Audit & Finance Committee and Council & Staff Working Sessions.	Jan 26, 2016
V4	Amendments to number of councillors in Section 2. Deletion of Council and Staff Working Session section and replace with Policy & Strategy Committee.	Oct 11, 2016
V5		Nov 8, 2016
V6	Repealed Section 4 Planning Advisory Committee	Jul 14, 2020
V7	Housekeeping amendments to section 3.1	Feb 23, 2021

Municipality of the District of Lunenburg

Policy Details	
Name	Deputy Mayor
Number	011
Legislative Authority	Sec. 16 MGA
Effective Date	October 20, 2024

Purpose

1 To establish a policy on the appointment of Deputy Mayor as required under the Municipal Government Act (MGA).

Role

2 (1) The Deputy Mayor has all the power and authority, and will perform all the duties of Mayor when the Deputy Mayor is notified that:

(a) the Mayor is absent or unable to fulfil the duties of the Mayor,
(b) the office of the Mayor is vacant.

Selection Process

3 (1) Council will elect a Deputy Mayor yearly at the first regular Council meeting in November.

(2) The Deputy Mayor will be elected by ballot, as set in Policy 001 Proceedings of Council.

(3) If only one Councillor is nominated and they accept the nomination, they will be acclaimed to the position.

(4) If more than one Councillor is nominated, a vote will be conducted by ballot, as outlined in Policy 001 Proceedings of Council, and

(5) After the vote is tallied, the Mayor will declare the successful candidate to serve as Deputy Mayor.

(6) A Councillor may resign as the Deputy Mayor prior to the completion of the term, without resigning from Council.

Term

4 (1) The Deputy Mayor may serve until the end of the second regular monthly meeting in October, after the one-year (12 month) term has expired, with the exception of an election year, where the term expires at the end of the first regular monthly meeting in October.

(2) Councillors are eligible to reoffer and serve more than one term in a four-year mandate.

(3) If the Deputy Mayor resigns as member of Council, Council will elect a replacement for the balance of the term.

Effective Date

5 This Policy is effective on the first regular Council session or Special Council session, whichever event occurs first, following the general Municipal Election of October 19, 2024.

Repeal and Replace

6 Policy 011, approved on November 22, 2000 and amended May 13, 2008, is hereby repealed and replaced with new Policy 011.

Policy Adoption	
Date of Original Passage	November 22, 2000
Date of Notice of Intent to Repeal & Replace	June 18, 2024
Date of Council Approval	June 25, 2024
Date Effective if different from Date of Approval	October 20, 2024
I certify that this Policy 011 Deputy Mayor was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	**Date**
	June 25, 2024

Version	Amendment Description	Approval Date
Original V1	Deputy Mayor Policy	Nov. 22, 2000
V2	Amended term from two years to one year	May 13, 2008
Repealed & Replaced	Amended to enable reoffering within 4 year mandate, updated to accessible format and language.	June 25, 2024