

Municipality of the District of Lunenburg

Policy Details	
Name	Committees
Number	002
Legislative Authority	MGA s. 23
Effective Date	November 25, 2025

Committees of Council

- 1 Council may, under Section 24 of the Municipal Government Act, establish standing, special and advisory committees. Each committee must perform the duties granted 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 must be the Nominating Committee, which must consist of the Mayor and three members of Council designated by the Mayor.
 - (2) Each Committee member will serve a two-year term.
 - (3) The Nominating Committee must make all Council appointments to MODL Committees and Standing Committees.
 - (4) The Nominating Committee must also recommend appointments to all other Committees, Commissions and Boards, except the public members-at-large of the Fire Service Committee. For those positions, the Fire Service Committee must recommend appointments directly to Council.
 - (5) The Nominating Committee will receive letters of nomination for awards of Acts of Bravery and Substantial Achievement and will recommend those deemed worthy of the award to Council as outlined in Policy 042, Acts of Bravery and Substantial Achievement Awards.
 - (6) The Nominating Committee will 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 will 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 will consist of the whole of Council.
- (4) The Deputy Mayor will chair the Committee.
- (5) The Vice-Chair will be selected annually at the November meeting of the Committee in accordance with the election procedures outlined in Policy 001, Proceedings of Council. The sitting Vice-Chair may re-offer.
- (6) All meetings will be conducted in accordance with Policy 001, Proceedings of Council 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- 4 Repealed July 14, 2020.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 will be a member “ex officio” of all committees, but as an “ex officio” member, the Mayor will 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 must declare the conflict and abstain from debate on the related topic, or where appropriate, remove themselves from a meeting and will 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 municipal committees.
- (2) Members of a committee may propose amendments to their Terms of Reference by majority vote. Council will consider proposed amendments but retains final authority to amend or retain the existing Terms of Reference.

Policy Adoption	
Date of Original Passage	March 27, 2012
Date of Notice of Intent to Amend	November 18, 2025
Date of Council Approval	November 25, 2025
Date of Effective Date (if different from approval date)	
I certify that this Policy 002 Committees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk 	Date November 25, 2025

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	Amended the PAC compensation from 6 to 5 council members and 4 to 3 members for at large members.	Nov 8, 2016
V6	Repealed Section 4 Planning Advisory Committee	Jul 14, 2020
V7	Housekeeping amendments to section 3.1	Feb 23, 2021
V8	Amend term of membership on Nominating Committee from one to two years, housekeeping amendments and plain language.	Nov 25, 2025