EAST HANTS

COUNCIL PROCEDURAL POLICY

☒ Council ☐ Administrative

PURPOSE

In order for any organization to function smoothly, it is critical that all members clearly understand its governing rules and operating principles. This 'Council Procedural Policy' outlines the operating principles and procedures for the municipal Council and Council Committees of the Municipality of East Hants.

The objectives of the Council Procedural Policy are to:

1. Clearly communicate the procedures to be used for Council and Committees of Council in the execution of all business for the Municipality of East Hants relating to meeting protocol, election of officers, Committee composition, conflict of interest, public presentations, rules of order and debate, motions and voting, choices in governance by Bylaw, policy or resolution; and
2. Provide a guide to procedural motions.

SCOPE

This policy applies to meetings of East Hants municipal Council and Committees of Council; as well as, members of Council appointed to external boards/Committees.

DEFINITIONS

Term	Definition
Abstain	A member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter.
Agenda	The specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.
CAO	Chief Administrative Officer of the Municipality of East Hants (or designate in an Acting capacity).
Clerk	The Municipal Clerk of the Municipality of East Hants and/or designate.
Committee	Any Committee of Council.
Council	The Council of the Municipality of East Hants.
Ex-Officio	Refers to powers that, while not expressly conferred upon an official, are necessarily implied in the office. An ex-officio member is a member of a body who is part of it by virtue of holding another office.
In Camera	Latin for "in chambers". To close proceedings to the general public under strict and limited conditions as authorized by legislation.
Improper conduct	Conduct that obstructs in any way the deliberations and/or proper action of Committee or Council.
Majority	A number greater than half of a total.
Pecuniary interest	Any matter that may have a direct or indirect conflict with the matter under consideration as defined by the *Municipal Conflict of Interest Act*.
Personnel	Employees of the Municipality of East Hants (excluding elected officials) .
Point of order	A matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.
Point of personal privilege	A matter that a member considers to question their integrity and/or the integrity of the Council.
Policy Matter	A matter which will be governed by the provisions of the policy and includes any matter on which decisions may have to be made on a regular or repetitive basis on which Council wishes to guide the process or specify the principles to be adhered to by Council or staff as they make that decision.
Presiding Officer	The person presiding over a meeting. This may also be referred to as "chair".

Term	Definition
Quorum	A majority of the total number of voting members currently on Council or Committee. The majority of the eleven-member Council is six (6) members.
Regular meeting	A scheduled meeting held in accordance with the approved calendar/schedule of meetings.

POLICY

POLICY STATEMENT

1. APPLICATION OF THE POLICY

1.1 The rules of procedure contained in this policy shall be observed in all proceedings of Council and Council Committees and shall be the rules for the order and dispatch of business in Council and Council Committees.

1.2 All points of order or procedure for which rules have not been provided in this policy and its appendices shall be decided by the presiding officer in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in 'Robert's Rules of Order',12th edition.

1.3 This Council Procedural Policy serves to replace any former municipal policies referencing the proceedings of Council or Council Committees.

1.4 This Council Procedural Policy shall be reviewed annually by Council.

2. PRESIDING OFFICER

2.1 The Warden shall be the presiding officer at all Council meetings, unless unavailable, in which case the Deputy Warden shall be the presiding officer. Only the elected Warden shall wear the Chain of Office.

2.2 The Chair, or Vice-Chair in the Chair's absence, of each standing Committee of Council will serve as its presiding officer. The Warden shall act as presiding officer at the request of the Chair if they desire to leave the chair for the purposes of taking part in the debate.

2.3 Election of Presiding Officers

2.3.1 Warden

2.3.1.1 The Warden will be elected at the inaugural meeting of Council, immediately after the Councillors-elect have taken the Oath of Office and signed the Code of Conduct.

2.3.1.2 All nominations will be received verbally, with nominations to be declared closed by the Chair. After nominations have closed, Councillors having let their names stand for election will each have 5 minutes to address Council.

2.3.1.3 Voting will take place via secret ballot with counting to take place by scrutineers approved by Council. After counting, the scrutineers will announce if a majority was achieved by any candidate. No ballots are required if only one person stands for nomination and shall be elected by acclamation.

2.3.1.4 If a majority has not been achieved, then the candidate with the lowest number of votes is dropped from the ballot and an additional vote is held. This process continues until a candidate achieves a majority or until only two candidates remain.

2.3.1.5 If only two candidates remain, if necessary, two votes will take place to determine a majority. If no majority is achieved after two votes, then the Clerk will determine the Warden from the two leading candidates by lot as per Section 12(5) of the *Municipal Government Act (MGA)*.

2.3.1.6 The Warden shall hold office for a term of four (4) years. If the Warden position becomes vacant during the term of Council, the newly elected Warden shall hold office until the end of the Council term.

2.3.1.7 After declaration of the Warden, all ballots related to the election shall be destroyed in the presence of Council, unless otherwise decided by majority vote.

2.3.2 Deputy Warden

2.3.2.1 Election of the Deputy Warden will take place immediately following the election of Warden, and be conducted in the same manner as the election of Warden.

2.3.2.2 The Deputy Warden will hold office for a term of one (1) year.

2.3.3 Standing Committee Chairs/Vice-Chairs

2.3.3.1 Election of standing Committee chairs and vice-chairs will take place at the first regular meeting of Committee in the same manner as election for Warden, except those candidates will not address Council unless given permission by Council.

2.3.3.2 Chairs/Vice-Chairs shall hold position for a term of two (2) years, unless otherwise decided by motion of Council.

2.4 It shall be the duty of the Presiding Officer to:

2.4.1 Open the meeting by taking the Chair, calling the members to order and announcing the business before the assembly and the order in which it is to be acted upon;

2.4.2 Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;

2.4.3 Protect all rights of those attending the meeting;

2.4.4 Receive and put to a vote all motions presented and to announce the result;

2.4.5 Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;

2.4.6 Enforce the rules of order;

2.4.7 Preserve order and decide points of order;

2.4.8 Restrain the members within the rules of order when engaged in debate;

2.4.9 Determine, at their discretion, whether a motion is in order and whether a motion deals with a policy matter and therefore requires the mandatory 7 days' notice to Councillors from Council.

2.4.10 Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;

2.4.11 Call on the Warden, or in the absence of the Warden on another member, to fill their place until resuming the Chair, if the presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise;

2.4.12 Ensure that decisions of Committee/Council are in conformity with the laws governing the activities of Committee/Council;

2.4.13 Adjourn the meeting when business is concluded;

2.4.14 Adjourn the meeting without question in the case of grave disorder arising in the meeting place.

3. COUNCIL/COMMITTEE MEETINGS

3.1 Inaugural Meeting of Council

3.1.1 The inaugural meeting of Council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day for the purpose of administering the Oath of Office.

3.1.2 The Clerk shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.

3.1.3 The Clerk shall serve as presiding officer for the inaugural meeting until the Warden has been elected, at which time the Warden will assume chair of the meeting

3.2 Council Meetings

3.2.1 Unless otherwise decided by Council, all meetings of Council and standing Committees shall be held in Council Chambers, located at the Lloyd E. Matheson Centre, 15 Commerce Court, Elmsdale, NS.

3.2.1.1 Under exceptional circumstances, the Clerk and Warden may decide to host a meeting of Executive Committee or Council through video/web conferencing services. All other Committees of Council may hold meetings virtually.

3.2.1.2 Councillors that do not connect to a video/web conferenced session of Committee or Council will be marked as absent, unless prior regrets were received.

3.2.1.3 Councillors that are prematurely disconnected from a video/web conferenced session of Committee or Council will be reflected in the minutes at the time of their departure.

3.2.2 Regular meetings of Council will be held according to the schedule set annually by Council and at a time determined by Council.

3.2.3 Except as provided in this policy and the *MGA*, all meetings shall be open to the public.

3.2.4 Meetings of Council and the Executive Committee shall be livestreamed. Those recordings shall remain on the municipal YouTube channel indefinitely.

3.2.5 Council may by resolution alter the time, day, and place of any meeting previously approved under Section 3.2.2.

3.2.6 In addition to regular meetings, the Council may hold such other meetings as may be necessary or expedient for the dispatch of business at such time and place as the Council determines, if each Council member is notified at least three days in advance and the Clerk gives at least two days public notice of

the meeting.

3.2.7 The Clerk shall call a meeting of the Council when required to do so by the Warden or upon presentation of a written request signed by a majority of the Councilors. When calling a meeting in this manner, the Clerk shall give at least two days public notice of the meeting.

3.2.8 The Warden and CAO jointly may decide to cancel a Council/Committee meeting due to inclement weather or other circumstance, which in their judgement appears appropriate.

3.2.9 Any decision to cancel a meeting that was called by a petition of a majority of Councillors shall only be upheld by a two-thirds (2/3) majority decision of Councillors.

3.2.10 A brief Council meeting shall be convened, as applicable, immediately following the regular monthly meeting of Committees for the purpose of receiving recommendations involving the MGA required minimum 7 days' notice of change in policy and to permit an in-camera session for the purpose of expending money direction/decisions by Council or other time-sensitive matters, as needed. This meeting shall be titled "Regular Meeting of Council (Policy & In-Camera).

3.2.11 As per Section 17(7)(a)(b) of the *MGA*, a meeting of Council is not an illegal or invalid meeting by reason only of a failure to give notice, or meeting elsewhere than provided in this policy or a notice of meeting.

3.3 Emergency Meetings

3.3.1 Where the Warden determines that there is an emergency, the Council may meet without notice or with such notice as is possible in the circumstances.

3.4 In Camera Meetings

3.4.1 Committee and Council meetings, or portions thereof, may be held in camera only in accordance with Section 22 of the *MGA*, as may be amended from time to time. The only matters to be considered in an "in camera session" are as follows:

3.4.1.1 Issues related to the proposed or pending acquisition, sale, lease or security of Municipal property;

3.4.1.2 Setting a minimum price to be accepted by the Municipality at a tax sale;

3.4.1.3 Personnel matters;

3.4.1.4 Labour relations or contract negotiations

3.4.1.5 Issues related to public security.

3.4.1.6 Litigation or potential litigation affecting the Municipality.

3.4.1.7 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3.4.2 Prior to moving in-camera session for one of the reasons listed in Section 2.8.1 of the *MGA*, Committee/Council shall pass a motion stating the fact that the Committee/Council is convening into in

camera session, and the general nature of the matter to be considered. This motion shall contain a brief description of the matter being considered.

3.4.3 A vote may occur during an in-camera session, provided the reason for being in camera is sanctioned under Section 2.8.1 of the *MGA*, and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.

3.4.4 Recommendations to Council from an in-camera session will be dealt with immediately following dissolution of the in-camera session.

3.4.5 Staff reports presented during an in-camera session and minutes of an in-camera session will be maintained by the Clerk and considered confidential unless Council determines that the information, or part thereof, shall be made available to the public.

3.4.6 Audio-recordings of in-camera meetings are to be destroyed after three (3) months and any recordings older than three (3) months that currently exist shall be destroyed.

3.5 Call to Order/Quorum

3.5.1 As soon as there is a quorum after the time set for the start of the meeting, the presiding officer shall call the members to order.

3.5.2 If a quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the presiding officer shall indicate that no quorum is present and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.

3.5.3 In the case where quorum is present and the presiding officer has not arrived within fifteen minutes after the time appointed, the vice-presiding officer (or Deputy Warden for Council meetings) shall assume the chair and call the meeting to order. The vice-presiding officer or Deputy Warden shall preside until the arrival of the regular presiding officer or the Warden.

3.5.4 In the event the member designated as vice-presiding officer or Deputy Warden is not present, then the members shall nominate and elect a presiding officer from among the members present who shall preside until the arrival of the regular presiding officer or the Warden.

3.5.5 Members are encouraged to inform the Clerk when a member is aware that they will be absent from any meeting.

3.5.6 A loss of quorum as a result of declared conflicts of interest will be addressed under the Nova Scotia Municipal Conflict of Interest Act. Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members shall be deemed to constitute a quorum, provided the number is not less than two. A member who has declared a conflict of interest and leaves the meeting shall not be counted in determining the quorum.

3.5.7 If during the course of a meeting a quorum is lost due to vacating members, the presiding officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the Clerk shall record the names of the members present in the

minutes.

3.6 Opening Invocation (Regular Meetings of Council and Committees of Council)

3.6.1 After calling any Regular meeting of Council to order:

3.6.1.1 The Warden shall recite a historical acknowledgement;

3.6.1.2 Undertake a "moment of silent contemplation"; and

3.6.1.3 A member need not rise to speak during the course of Committee and Council meetings.

3.7 Governance by Bylaws, Policy and Resolutions

3.7.1 Council shall govern by bylaw in all matters required by the *Municipal Government Act*.

3.7.2 Council shall govern by policy in all issues meeting the definition of a Policy Matter. When in doubt, it is preferable to govern by policy rather than resolution.

3.7.3 Council shall govern by Resolution only when a bylaw or policy is not applicable and in particular, only when the motion does not involve principles and/or processes that must be used in future staff or Council decisions.

3.8 Livestreaming of Council Meetings

3.8.1 Council Meetings held in Council Chambers shall be broadcast

3.8.2 Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled.

3.9 Livestreaming of Committee Meetings

3.9.1 Executive Committee Meetings held in Council Chambers shall be broadcast

3.9.2 Committee meetings other than Executive Committee meetings held in Council Chambers may be livestreamed

3.9.3 Should technical difficulties arise and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled.

3.10 Web conferencing is not to be used for Councillors to attend meetings remotely, when Council is meeting in Council Chambers, without the expressed consent of Council to permit the Councillor to join remotely.

3.11 The first Tuesday of each month (excluding August) shall be held in reserve for Public Information Meetings (PIMs), if needed.

4. COMMITTEES

4.1 General

4.1.1 The rules governing the procedures of Council shall be observed in Committee and Board meetings, except that:

4.1.1.1 A motion to close debate is out of order;

4.1.1.2 Motions do not have to be submitted in writing unless requested by the presiding officer; and

4.1.1.3 Casual dress is acceptable by members.

4.1.2 The following Committees/Boards are approved for Council appointments or nomination/recommendation to the province (including external organizations):

4.1.2.1 Nominating Committee;

4.1.2.2 Planning Advisory Committee (may also act as the Heritage Advisory Committee per Bylaw P700, Heritage Property Bylaw);

4.1.2.3 Corporate and Residential Services Committee;

4.1.2.4 Infrastructure and Operational Services Committee;

4.1.2.5 Parks, Recreation and Culture Committee;

4.1.2.6 Fire Advisory Committee;

4.1.2.7 Fences Arbitration Committee;

4.1.2.8 Police Advisory Committee;

4.1.2.9 Audit Committee;

4.1.2.10 Agricultural Advisory Committee;

4.1.2.11 East Hants Source Water Protection Advisory Committee;

4.1.2.12 Corridor Community Options Society;

4.1.2.13 Northern Region Solid Waste;

4.1.2.14 Colchester-East Hants Library Board;

4.1.2.15 Cobequid Housing Authority (nomination/recommendation to the province);

4.1.2.16 Nova Scotia Association of Police Governance;

4.1.2.17 Accessibility Advisory Committee; and

4.1.3 Committee membership shall be as follows:

4.1.3.1 Corporate and Residential Services, Infrastructure and Operational Services, Parks, Recreation and Culture Committees shall be composed of all members of Council for the duration of the term of Council

4.1.3.2 Planning Advisory Committee shall be composed of all members of Council, plus two public members:

- Public members will be appointed to the Committee by resolution of Council,

- Public members will have equal rights and responsibilities as all other Committee members as it relates to administering the business of the Committee, including:
  - The ability to make and vote on motions,
  - The requirement to declare any conflict of interest, and

- The expectation of confidentiality of in camera Committee discussions and information.

- Public member terms will be for a period of four years, the term for which will begin in the January immediately following a municipal election.

- Previously serving as a public member on the planning advisory Committee does not preclude anyone from re-offering in subsequent years.

- A temporary vacancy of either or both public member positions does not negate the ability of the Committee to hold regular meetings.

4.1.3.3 The Nominating Committee shall consist of the Warden, Deputy Warden and 3 members of Council, as determined during the inaugural meeting of Council. The Warden shall serve as chair of the nominating Committee and the Deputy Warden as vice-chair. Membership will be held for the term of Council.

4.1.3.4 The Fire Advisory Committee shall consist of nine members;

- Five (5) Councillors appointed by Council;
- Three (3) public representatives of the fire service, appointed by Council (including one (1) representative from the rural area, one (1) representative from the urban area and a third member undesignated); and
- One (1) representative from the East Hants Fire Service Association, appointed by Council;
- A Councillor shall serve as chair.
- The Fire Advisory Committee membership is governed by the Fire Advisory Committee Terms of Reference.

4.1.3.5 The Fences Arbitration Committee shall consist of;

- One (1) Councillor appointed by Council; and,
- One (1) member appointed by the Federation of Agriculture.
- The Council member shall sit for the duration of Council.
- The Federation appointed member shall sit until replaced by the Federation, either at the request of the Municipality or the action of the Federation.
- The Councillor representative shall serve as Chair.

4.1.3.6 The Police Advisory Committee shall consist of;

- All members of Council;
- Three (3) Public members appointed by Council, preferably one (1) representative from the rural area, one (1) representative from the urban area and a third member undesignated; and,
- One (1) Public member appointed by the Minister of Justice.
- A Councillor shall serve as Chair and Vice Chair.
- The Police Advisory Committee is governed by the Police Advisory Committee Terms of Reference.
- All members including Councillors will undergo criminal records check at the beginning of their term, prior to sitting on the Police Advisory Committee.

4.1.3.7 The Audit Committee shall consist of the:

- Warden;
- Chairperson of Corporate and Residential Services Committee;
- Two (2) other members of Council; and
- One (1) public member (to be appointed by Council for a two-year term).
- The Chairperson of the Corporate and Residential Services Committee shall be the Chairperson of the Audit Committee.
- Council shall annually appoint an audit Committee.
- The Audit Committee membership is governed by the Audit Committee Terms of Reference.

4.1.3.8 The Agricultural Advisory Committee shall consist of:

- Two (2) Councillors appointed by Council;
- One (1) member appointed by the Federation of Agriculture;
- One (1) member appointed by Nova Scotia Agriculture;
- Two (2) farmers in East Hants appointed by Council; and
- Three (3) citizens-at-large appointed by Council.
- A Councillor shall serve as Chair.
- The Agricultural Advisory Committee membership is governed by the Agricultural Advisory Committee Terms of Reference.

4.1.3.9 The East Hants Source Water Protection Advisory Committee shall consist of the following voting members:

- One (1) member of Council that would Chair the meetings;
- One (1) member of Council that would be Vice-chair, responsible for backup duties of Chair as required.;
- One (1) customer of the Water Utility within the Regional Water Supply System;
- One (1) customer of the Water Utility within the Shubenacadie Aquifer Water Supply System;
- One (1) representative from Shubenacadie Watershed Environmental Protection Society (SWEPS) or an equivalent association as determined by the East Hants Nominating Committee;
- One (1) representative working in the Agricultural sector (farming community) within East Hants and has a stake in the water supply; and
- One (1) resident living within the East Hants portions of the Near Zone of the Grand Lake watershed.
- The East Hants Source Water Protection Advisory Committee will be governed by the East Hants Source Water Protection Advisory Committee Terms of Reference.

4.1.3.10 The Accessibility Advisory Committee shall consist of the following voting members:

- Two (2) members of Council;
- Four (4) members from the stakeholder community;
- One (1) citizen-at-large member; and
- Municipal Accessibility Coordinator (non-voting)
- A Councillor shall serve as Chair and Vice-Chair
- The Accessibility Advisory Committee will be governed by the Accessibility Advisory Committee Terms of Reference.

4.1.3.11 The Chair of the Police Advisory Committee shall represent the municipality on the Nova Scotia Association of Police Governance.

4.1.4 The chair and a vice-chair of all Committees, unless otherwise outlined above, will be chosen according to Council/Committee electoral rules established in Section 2. All chair and vice-chair appointments shall be for two years and will be reviewed by Council.

4.1.5 The role of the Committees shall be to receive reports on areas of interest within their scope and make recommendations to Council on the direction and nature of policy development and general governance of the municipality as required.

4.1.6 Special or other Committees of Council may be appointed as determined necessary by motion of Council.

4.1.7 Council members appointed to external Boards/Committees shall be responsible to provide meeting minutes to municipal staff to be posted for the information of all members of Council.

4.1.8 Council members appointed to external Boards/Committees are appointed in their capacity as a Council member and as a representative of the Municipality with the intent that they act in the best interest of the Municipality.

4.1.9 The Warden may attend any Committee of Council meeting as "ex-officio" and shall be permitted to participate in debate, but not permitted to make motions or vote. Where the Warden may attend as an ex-officio, attendance is not counted towards quorum.

5. COUNCIL/COMMITTEE ORDER OF BUSINESS AND AGENDA

5.1 The Clerk, under the direction of the chief administrative officer in accordance with the Warden, will prepare the agenda for all regular and special meetings of Council and Council Committees.

5.2 Agendas for Council/Committee will be posted on the Friday before the meeting, or seventy-two (72) hours before the meeting unless circumstances prevent it.

5.3 The business of Committee/Council shall be taken up in the order in which it stands on the agenda, unless otherwise decided by Committee/Council.

5.4 An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by motion of Committee/Council.

6. DISCLOSURE OF PECUNIARY INTEREST

6.1 It is the responsibility of each member to identify and disclose any pecuniary interest (as defined by the *Municipal Conflict of Interest Act*) in any item or matter before the Council or Committee.

6.2 Where a member, either on their own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing

Committee at which, the matter is the subject of consideration, the member shall:

6.2.1 Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

6.2.2 Leave their seat and sit in the gallery for the duration of the discussion pertaining to the matter;

6.2.3 Not take part in the discussion of or vote on any question with respect to the matter; and

6.2.4 Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

6.3 Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

6.4 Where the interest of a member has not been disclosed by reason of his absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or standing Committee, as the case may be, attended by the member after the particular meeting.

7. PRESENTATIONS TO COUNCIL/COMMITTEE

7.1 Any persons or groups may be permitted to make a presentation to Committee/Council provided that the applicant(s) have submitted an application one week prior to the meeting, they are authorized by their organization to appear, and they have been granted permission from the Clerk.

7.2 On receipt of an application to present, the Warden, the Chief Administrative Officer (CAO) and the Clerk shall review the application to determine its appropriateness and may:

7.2.1 Place the presentation on the agenda for Committee;

7.2.2 Place the presentation on the agenda for Council;

7.2.3 Determine that Council will receive only written submissions on the matter; and

7.2.4 Determine the subject matter of the presentation is outside the jurisdiction of the municipality, and refuse the application.

7.3 Generally, a maximum of two presentations will be made at any meeting, with no individual presentation to exceed ten (10) minutes. The CAO and Warden may add additional presentations, depending on the circumstances.

7.4 Any group having been approved to present to Council/Committee must submit any electronic or paper presentation materials by 12:00 p.m. on the Friday prior to the meeting.

7.5 Any persons presenting to Council/Committee shall not:

7.5.1 Speak disrespectfully of any person;

7.5.2 Use offensive language;

7.5.3 Speak on any subject other than the subject for which they have received approval;

7.5.4 Disobey any decision of the presiding officer; and

7.5.5 Enter into cross debate with other delegations, staff, or Committee/Council members.

7.6 The presiding officer may curtail any delegation, any questions of a delegation and/or debate during a delegation for disorder or any other breach of this policy and, if the presiding officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Warden/presiding officer shall not be subject to challenge.

8. MINUTES

8.1 The Clerk shall verify and maintain the minutes of all Council and Committee meetings.

8.2 All minutes recorded for Council/Committee shall record all resolutions, decisions and other proceedings at a meeting of the body, whether it is an in-camera session or not.

8.3 Minutes of meetings shall record:

8.3.1 The type, place, date and time of meeting;

8.3.2 The name of the presiding officer and the record of attendance of the members and the names of those Council members attending who are not part of the Committee (if applicable);

8.3.3 The time of late arrival or early departure of members of Committee/Council;

8.3.4 The substantive decisions made and actions taken;

8.3.5 The results of votes on all motions, including noting the members voting in the minority;

8.3.6 Attendance of staff; and

8.3.7 The time the meeting went in and out of an in-camera session.

8.3.8 Staff reports shall be posted to the municipal website following the Executive Committee/Council meeting with the meeting minutes.

8.4 The minutes of each Council meeting shall be presented to Council at the next regular meeting for confirmation.

8.5 The minutes of each Committee meeting shall be presented to the Committee at the next regular meeting for confirmation.

8.6 The Warden and the Clerk (or designate) shall sign minutes of Council after Council approval.

9. RULES OF ORDER AND DEBATE

9.1 Conduct of Members

9.1.1 Members of Council shall:

9.1.1.1 Act in accordance with their Oath of Office and Council Code of Conduct;

9.1.1.2 Discharge with integrity all responsibilities to Council, the Municipality of East Hants, and the public, in keeping with approved corporate policies;

9.1.1.3 Not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

9.1.1.4 Treat the presiding officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;

9.1.1.5 Maintain business casual dress attire for all meetings;

9.1.1.6 Make an attempt at being acknowledged by the presiding officer before leaving the Council chambers;

9.1.1.7 Not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;

9.1.1.8 Not criticize any decision of the Council except for the purpose of introducing a motion for reconsideration;

9.1.1.9 Not disobey the rules of the Council or a decision of the presiding officer or Council on a question of order, practice or interpretation of the rules of the Council;

9.1.1.10 Be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary; and

9.1.1.11 Turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.

9.1.2 If a member disregards the rules of procedure or a decision of the presiding officer or Council on questions of order, practice and/or interpretation of the rules, and persists in such conduct, after having been called to order by the presiding officer, the presiding officer shall forthwith put the question with no amendment or debate – "That such member be ordered to leave their seat for the duration of the meeting". If, following such vote by Council, the member apologizes, Council may, by a further vote of those present, permit the member to retake their seat.

9.2 Speaking/Rules of Debate

9.2.1 While in Committee, after a presentation or report, the chair will open for discussion and questions, and after discussion and questions have ceased or been limited, the chair will ask for a motion.

9.2.2 A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.

9.2.3 When a member has been recognized by the presiding officer as having the floor, the member shall direct their question or comment to the presiding officer and speak only to the matter under consideration. The presiding officer shall recognize the members who wish to speak in the order that they indicate their desire to address Council.

9.2.4 When a member is speaking, no other member shall interrupt, except to raise a point of personal privilege or point of order.

9.2.5 Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not so as to interrupt a member while speaking.

9.2.6 A member shall not speak more than once on the question until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech which may have been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than four times without the leave of Council.

9.2.7 A member shall not speak to the same question, or in reply, for longer than ten minutes, without leave of Council.

9.2.8 A member shall be restricted to asking questions related directly to the matter under discussion.

9.2.9 After a question has been put by the presiding officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

9.2.10 To participate in debate, the presiding officer shall relinquish the position to the vice -presiding officer until the matter has been disposed of. Relinquishing such position ensures impartiality of the presiding officer position.

9.3 Public Conduct at Council and Committee Meetings

9.3.1 Members of the public present in the Council chamber shall maintain order and quiet and shall not address Council except with the permission of Council.

9.3.2 No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council.

9.3.3 No person shall bring into the Council chamber cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.

9.3.4 When invited to address Council, no person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Council or any employee of the municipality.

9.3.5 Persons invited to address Council or Committee shall only speak on the subject in debate and shall not speak on any other subject.

9.3.6 Any person, not being a member of Council, who contravenes any provision of this section, may be expelled from the meeting by the presiding officer.

10. MOTIONS

10.1 In Council, the following matters, and motions with respect thereto, may be introduced verbally, without notice and without leave, except as otherwise provided by this policy:

10.1.1 A point of order or personal privilege;
10.1.2 To close debate; and
10.1.3 To adjourn.

10.2 Standard Meeting Motions

10.2.1 For the purposes of this policy, the following will be considered "standard" meeting motions:

10.2.1.1 To approve the agenda;
10.2.1.2 To adopt minutes;
10.2.1.3 To recess; and
10.2.1.4 To adjourn.

10.2.2 The presiding officer may ask if a member of Council/Committee is willing to move/second a standard meeting motion, in which case any member may respond verbally, without pressing the Request-to-Speak microphone function. The presiding officer will verbally indicate which members have moved and seconded the motion.

10.2.3 In order to streamline meetings, any of the four (4) standard meeting motions may be voted upon by the members by a show of hands or by saying aye/nay.

10.3 Except as provided in Section 10.1 and 10.2, or motions prepared by municipal staff, all motions shall be clearly stated by the Chair before being voted upon.

10.4 Motions prepared in a staff report may be moved verbally by referencing the motion and the report.

10.5 In Council, the following motions may be introduced without notice and without leave, except as otherwise provided by this policy:

10.5.1 To suspend the rules of procedure;
10.5.2 To table;
10.5.3 To postpone definitely (deferral motion with a specified date/meeting);
10.5.4 To refer;
10.5.5 To amend;
10.5.6 To postpone indefinitely (deferral motion without specifying a date/meeting);
10.5.7 Any other procedural motion; and
10.5.8 Motions arising from Business from Councillors.

10.6 After a motion has been read or stated by the presiding officer, it shall be deemed to be in the possession of Council, but may be withdrawn by the originator at any time before a decision or amendment, provided Council does not object.

10.7 Appendix "A" forms part of this policy and shall describe the form and standard descriptive characteristics of motions commonly used in Committee and Council.

10.8 A list of tabled motions will be brought forward to Council for consideration the September before election

every four years.

11. VOTING

11.1 Except as outlined in section 10.2, the manner of determining the decision of the Council or Committee on a motion shall be via electronic voting where the votes of members are displayed once all have been cast. In the event of computer difficulties, raised hands or another method at the discretion of Council may be used.

11.1.1 If voting during a video/web conferenced session of Committee or Council, raised hands are the only acceptable means of voting.

11.2 No vote shall be taken by ballot or by any other method of secret voting, except for the selection of Warden, deputy Warden and standing Committee presiding officers as stated in section 2.

11.3 All members of Council and standing Committee members, as outlined in section 4.1.3. are qualified to vote once on each motion, and are not permitted to abstain from voting, except when such member has declared a pecuniary interest.

11.4 Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.

11.5 The mover and seconder of a motion must be present at the meeting for debate to occur.

11.6 A member not in their seat at the call of the vote shall not be entitled to vote.

11.7 Each member shall occupy their seat until the result of the vote has been declared.

11.8 Voting conducted at public hearings shall be done in accordance with provisions of the MGA. Specifically, Council shall adopt planning documents, at second reading, by majority vote of the maximum numbers that may be elected to Council.

12. CODE OF CONDUCT

12.1 Each member shall adhere to the Code of Conduct for Municipal Elected Officials Regulations made under Section 520 of the MGA.

12.2 Persons who have reason to believe that the Code of Conduct has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against anyone who, acting in good faith, brings forward such information.

13. CONDUCT OF MEMBERS

13.1 Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the policies of the Municipality as well as all applicable provincial and federal laws. As public servants, members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

13.2 Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in

the public's interest.

13.3 No member of Council shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

13.4 Except when dealing with the local MLA or MP on a local District issue or advocating for a constituent with provincial local area staff (clearly indicating they are not representing Council), Council members shall not engage or communicate with members of other levels of government, government departments/agencies, municipal vendors, or other corporations on specific to East Hants municipal matters unless authorized to do so by Council or the Warden. If Council has directed Staff to engage members of other levels of government or an organization on a specific topic, local or otherwise, individual Councillors may not speak on behalf of Council on the issue unless authorized to do so by Council or the Warden. Nothing in this provision shall prohibit a Councillor from communicating with the Councillor's constituents.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will: • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	The Policy Owner will: • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner, if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	The Approver will: • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	The Assistant Municipal Clerk will: • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	All personnel that fall within the scope of this policy (see Scope Section) must follow the policy statements within this document and must follow the governing authority of the policy owner.

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Nova Scotia Municipal Government Act		Legislation
Nova Scotia Municipal Conflict of Interest Act		Legislation
'Robert's Rules of Order',12th edition.		Standards Manual
Elected Officials Code of Conduct		Standards Manual
Procedural Motions		Standards Manual
Nova Scotia Human Rights Act		Legislation
Nova Scotia Municipal Elections Act		Legislation
Statement of Commitment		Form
Bylaw P-700 - Heritage Property Bylaw		Bylaw
Elected Officials Code of Conduct		Code

APPENDIX A TO COUNCIL PROCEDURAL POLICY
PROCEDURAL MOTIONS

1. MOTION TO ADJOURN

1.1 A Motion to adjourn:

1.1.1 Is always in order except as provided by this policy.

1.1.2 Is not debatable.

1.1.3 Is not amendable.

1.1.4 Is not in order when a member is speaking or during the verification of the vote.

1.1.5 Is not in order immediately following the affirmative resolution of a motion to close debate; and

1.1.6 When resulting in the negative, cannot be made again until after some proceedings have been completed by Council.

1.2 A motion to adjourn without qualification, if carried, brings a meeting or a session of Council to an end.

1.3 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of Council to continue at such time.

2. POINT OF PERSONAL PRIVILEGE

2.1 A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate.

2.2 A point of privilege shall take precedence over any other matter.

2.3 A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

2.4 The chair shall decide upon the point of privilege and advise the members of the decision.

2.5 Unless a member immediately appeals the chair's decision, the decision of the chair shall be final.

2.6 If the decision of the chair is appealed, the question "Shall the ruling of the chair be upheld?" shall be called without debate, and its results shall be final, based on a majority vote.

2.7 When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

3. MOTION TO TABLE

3.1 A motion to table:

- 3.1.1 Is not debatable;
- 3.1.2 Is not amendable

3.2 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

3.3 The matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of Council.

3.4 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

4. MOTION TO CLOSE DEBATE

4.1 A motion to close debate:

- 4.1.1 Is not debatable.
- 4.1.2 Is not amendable.
- 4.1.3 Cannot be moved with respect to the main motion when there is an amendment under consideration.
- 4.1.4 Should be moved by a member who has not already debated the question.
- 4.1.5 Requires a two-thirds (2/3) majority vote of members present for passage; and
- 4.1.6 When resolved in the affirmative, the question is to be put forward without debate or amendment.
- 4.1.7 Is not permitted in Committee.

5. MOTION TO POSTPONE DEFINITELY

5.1 A motion to postpone definitely (to a fixed time or date):

- 5.1.1 Is debatable, but only as to whether a matter should be postponed and to what time.
- 5.1.2 Is amendable as to time and/or date

5.1.3 Requires a majority vote of members present to pass.
5.1.4 Shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6. MOTION TO REFER (TO COMMITTEE OR STAFF)

6.1 A motion to refer:
6.1.1 Is debatable.
6.1.2 Is amendable.
6.1.3 Shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

7. MOTION TO AMEND

7.1 A motion to amend:
7.1.1 Is debatable.
7.1.2 Is amendable
7.1.3 Shall be relevant and not contrary to the principle of the report or motion under consideration.
7.1.4 May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.

7.2 Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.

8. MOTION TO POSTPONE INDEFINITELY

8.1 A motion to postpone indefinitely:
8.1.1 Is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.
8.1.2 Is not amendable.
8.1.3 Requires a majority vote.

9. POINT OF ORDER

9.1 The presiding officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask leave of the presiding officer and after leave is granted, the member shall state the point of order to the presiding officer, after which the presiding officer shall decide on the point of order. Thereafter, the member shall only address the presiding officer for the purpose of appealing the decision to Council or Committee, as the case may be. If the member does not appeal, the decision of the presiding officer shall be final. If the member appeals to Council or Committee as the case may be, Council/Committee shall decide the question without debate and the decision shall be final.

10. MOTION TO SUSPEND THE RULES (WAIVE THE RULES)

10.1 A motion to suspend the rules:
10.1.1 Is not debatable.
10.1.2 Is not amendable.
10.1.3 Requires a two-thirds (2/3) majority vote to carry.
10.1.4 Takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

11. MOTION TO RECONSIDER

11.1 A motion to reconsider:

11.1.1 Is debatable and such debate should be confined to reasons for or against recommendation.
11.1.2 Is amendable.
11.1.3 Requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

11.2 A motion to reconsider may be made only by a member who voted on the prevailing side in the original vote.

11.3 No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

11.4 No discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

11.5 The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original motion or part of the original motion.

11.6 A motion to reconsider can only be moved to consider reversing a decision made previously at the same meeting.

12. MOTION TO AMEND/RESCIND A PREVIOUS DECISION

12.1 A motion to amend/rescind a previous decision:
12.1.1 Is debatable and such debate should be confined to reasons for or against recommendation.
12.1.2 Is amendable, only as to the portion of the decision to be amended.
12.1.3 Requires a two-thirds vote of the members present.

12.2 A motion to amend/rescind a previous decision requires at least two- thirds of the members present and voting. If the motion is decided in the negative, it cannot be brought forward again during a period of twelve months following the date on which the question was decided.

12.3 No discussion of the main question by any person shall be allowed unless the motion to amend/rescind a previous decision has first been adopted.

12.4 If a question is re-visited, it is re-visited in its entirety, unless the re-visiting motion specifies otherwise.

12.5 If the question is re-visited, all previous decisions remain in force unless Council decides otherwise.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Council Procedural Policy and repeal of all former bylaws pertaining to procedures of Council		CAO	Council	April 24th, 2013
2.0	Addition of membership terms for Committees and minor housekeeping edits		CAO	Council	January 28th, 2015

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approved By	Approval Date
3.0	Replace "Lord's Prayer" with "moment of silent contemplation" in Section 2.10.1.1		CAO	Council	May 27th, 2015
4.0	Update to Police Advisory Section 3.1.3.6 in keeping with approval of a two-year pilot Addition of Audit Committee Update to Recreation and Culture renamed Parks, Recreation and Culture		CAO	Council	June 29th, 2016
5.0	Section 3.1.3.4 changed to reflect update to Fire Advisory Committee terms of reference and membership to include a member from East Hants Fire Service		CAO	Council	July 27th, 2016
6.0	Addition of Section 3.1.2.10 and 3.1.3.8 and update to Section 3.1.3.2.3 respecting the Agricultural Advisory Committee		CAO	Council	September 28th, 2016
7.0	Update Section 3.1.2 and addition of Section 3.1.3.9 East Hants Source Water Protection Advisory Committee (per Motions C16(338), C16(339) and C16(346)		CAO	Council	December 21, 2016
8.0	Addition of Sections 1.4, 2.4.9, 2.6.9, 2.11 clarifying governance by Bylaw, Policy and Resolution	Assistant Municipal Clerk	CAO	Council	March 29, 2017
9.0	Addition of public member to the Audit Committee in Section 3.1.3.7	Assistant Municipal Clerk	CAO	Council	April 25,2018
10.0	Update Section 3.1.3.6 reflecting permanent approval of the governance pilot and addition of a public member appointed by the Minister of Justice	Assistant Municipal Clerk	CAO	Council	September 26, 2018
11.0	Updates to Section 3.1.2 and addition of Section 3.1.3.10 to recognize the Accessibility Advisory Committee; update to Section 8.1.1.5 to change dress standard; update to Section 3.1.3.8 to require a Councillor serve as Chair for Agricultural Advisory Committee; update to Section 3.1.2 to recognize appointments by Council vs. Nominations to province for Committee memberships	Assistant Municipal Clerk	CAO	Council	February 27, 2019
12.0	Update to Elected Officials Code of Conduct and addition of Sections 11, 12 and 13	Assistant Municipal Clerk	CAO	Council	June 26, 2019
13.0	Update to Scope and Definition sections and addition of Section 3.1.7 to add a responsibility for Council members appointed to external boards/Committees to provide meeting minutes for the information of Council	Assistant Municipal Clerk	CAO	Council	March 26, 2020

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approved By	Approval Date
14.0	Update to require livestreaming, posting of staff reports publicly, retention/destruction of in-camera recordings	Assistant Municipal Clerk	CAO	Council	July 29, 2020
15.0	Update to add Section 9.8 regarding tabled motions and changes to 3.1.3.6 regarding Terms of Reference	Assistant Municipal Clerk	CAO	Council	September 23, 2020
16.0	Addition of Sections 2.12, 2.13 and 2.14 relating to livestreaming and webcasting	Assistant Municipal Clerk	CAO	Council	December 13, 2020
17.0	Changes to Sections 1.2 update Robert's Rules to 12th edition; 2.6.4 livestream of Council/Committee meetings; 2.10.1.3 no need to rise to speak; 3.1.1.1. removed; 3.1.2.16 removed REN and added NSAPG; 8.2.3 removed need to rise to speak; updated template	Assistant Municipal Clerk	CAO	Council	April 28, 2021
18.0	Housekeeping edits for clarity. Numbering changes throughout policy. Update to definitions. Update to section 3.6 that land acknowledgements will be done for all Council and Committee meetings. Update section 4.1.3.4 to recognize the East Hants Fire Service Association. Added requirement for criminal records checks for all Councilors on the Police Advisory Committee in section 4.1.3.6. Added sections 3.2.1.1, 3.2.1.2, 3.2.1.3 for video/web conferencing. Added section 3.11 for PIM's, Added section 4.1.2.18 and 4.1.3.11 for the East Hants Arena Association. Added section 4.1.3.12 reflecting appointment to the NSAPG. Added section 11.1.1 to permit vote by show of hands during virtual meetings.	Assistant Municipal Clerk, Policy Analyst	CAO	Council	April 27, 2022
19.0	Updates to Sections 3.2.4 livestream recordings to be kept indefinitely, 3.2.10 inclusion of in-camera items to the newly titled "Council Policy & In-Camera Meeting", and 4.1.3.7 updated to include two (2) other members of Council on the Audit Committee.	Assistant Municipal Clerk	CAO	Council	January 25, 2023
20.0	Updates to Sections 4.1.2.2. PAC may act as Heritage Advisory Committee; 4.1.8. members appointed to external Boards/Committees act in the best interest of the municipality; 9.1.3. clarification on communications with other levels of government.	Assistant Municipal Clerk	CAO	Council	April 24, 2024

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approved By	Approval Date
21.0	Removed Section 9.1.3 regarding clarification on communications with other levels of government (now included in the Elected Officials Code of Conduct); removed Schedule A - Elected Officials Code of Conduct (now a separate document); Schedule B Procedural Motions now Schedule A	Assistant Municipal Clerk	CAO	Council	November 20, 2024
22.0	Added definition for "ex-officio" and clarified quorum is (6) six members; updated Sections 2.3.1.2 that nominations are closed by the Chair; 2.3.1.3 no ballots if only one nomination; 3.2.1.1. meetings may be held virtually; 3.5.6. loss of quorum due to declared conflicts; 3.6.1 removed "territorial land" and replaced with "historical" acknowledgement; 4.1.9 Warden may attend Committee meetings as ex-officio; 11.8 clarified voting rules for planning documents	Assistant Municipal Clerk	CAO	Council	June 25, 2025
23.0	Addition of Section 12. Code of Conduct to supplement the Code of Conduct for Municipal Elected Officials Regulations made under Section 520 of the MGA; and update to Section 7.1 that an applicant must have authorization from their organization to make a presentation.	Assistant Municipal Clerk	CAO	Council	December 17, 2025
24.0	Removal of all references to the East Hants Arena Association (dissolved)	Assistant Municipal Clerk	CAO	Council	October 28, 2026

CERTIFICATION

I, Sheralee Mitchell-MacEwan, Assistant Municipal Clerk of the Municipality of East Hants, hereby certify that this policy was duly approved.

Sheralee Mitchell-MacEwan, Assistant Municipal Clerk
on behalf of Kim Ramsay
CAO & Municipal Clerk