



COMMITTEE OF THE WHOLE AGENDA
Tuesday, December 15th, 2015 @6:00 pm
Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of agenda
- 3) Approval of November 24th , 2015 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Presentation by RCMP Staff Sgt. Glassford
- 6) Municipal Grants Policy Review
- 7) Initiation of a review of Council and Committee Proceedings Policy
- 8) 2016 Standing Committee Appointments
- 9) Staff Report
- 10) Contract Negotiations (In-Camera)
- 11) Contract Negotiations (In-Camera)
- 12) Contract Negotiations (In-Camera)
- 13) Adjournment

STRATEGIC PRIORITIES CHART

October 2014

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **SOLAR ENERGY: Business Case**
2. **SEWER TREATMENT PLANT: Memorandum of Understanding**
3. **ECONOMIC DEVELOPMENT & TOURISM STRATEGY: Terms of Ref.**
4. **FRINGE AREA WATER: Options**
5. **FRINGE AREA MPS: Completion**

TIMELINE

November
December
November
January
December

NEXT

- PLANNING FUNCTION: Review
- CAPITAL STRATEGY
- POTENTIAL SHARED SERVICES
- INDUSTRIAL PARK
- RESIDENTIAL ENERGY PROGRAM
- LONG TERM FINANCIAL PLAN

ADVOCACY / PARTNERSHIPS

- *Shared Services Review*
- *Potential Shared Services*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER ()

1. **EDT STRATEGY: Terms of Reference - Nov.**
 2. **REN: Start-up - April**
 3. **SHARED SERVICES: Review**
- Strategic Plan Linkages
 - Policy Review

FINANCE ()

1. **CAPITAL STRATEGY: Inventory - June**
 2. **Water utility Rates: Review - Nov.**
 3. **IT Proposal - Staff - Jan.**
- **LONG TERM FINANCIAL PLAN**
 -

PUBLIC WORKS ()

1. **SEWER TREATMENT PLANT: MOU - Nov.**
 2. **FRINGE AREA WATER: Options - Jan.**
 3. **Water Meter Proposal - Jan.**
- Maintenance System
 -

RECREATION ()

1. **Accessibility Policy -**
 2. **Registration Software**
 3. **Active Transportation Actions**
- -

CORPORATE SERVICES ()

1. **SOLAR ENERGY: Business Case - Nov.**
 2. **Residential -**
 3. **MCCAP: Review -**
- Business Continuity
 - Public Engagement Strategy

PLANNING ()

1. **FRINGE MPS: Completion**
 2. **South West MPS -**
 - 3.
- -

CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies



MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: GLENN HORNE, MUNICIPAL CLERK TREASURER
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: DECEMBER 15, 2015

PRESENTATION BY RCMP STAFF SGT. GLASSFORD (for information)

RCMP Staff Sergeant Holly Glassford will be at the meeting to give an update to Municipal Council and to answer any questions.

MUNICIPAL GRANTS POLICY REVIEW (for information)

Staff are in the process of redesigning the Municipal Grants Policies. The policies and application forms will be broken down into the following categories:

1. Special District Grants (ongoing intake)
2. Development, Operating and Capital Grants (application deadline March 15th)
3. Travel Assistance, Leadership, Ads & Sponsorship (ongoing intake)

Some highlighted changes under consideration are:

- Grants will no longer be made available to individuals as per section 65 (au) of the Municipal Government Act. Teams, School, Organizations etc. can apply on behalf of individuals and the cheques would be made out to the parent organization.
- The Recreation Departments Financial Assistance Program for non-profit organizations would typically have their deadline for applications in June, this will move to March to align with the Grants to Community Organizations.
- A Special District Grant form has been created for Councillors to fill out to disburse money from their Special District Grant.
- An application form has been created for the Grants to Community Non-Profit Organizations Policy.



INITIATION OF A REVIEW OF COUNCIL AND COMMITTEE PROCEEDINGS POLICY

See memo attached.

2016 STANDING COMMITTEE APPOINTMENTS

Attached is a copy of the current standing committees list.

STAFF REPORTS (for information)

Clerk's Office

Post Road Signage: Signage on the Post Road has been identified and catalogued. A complete list of signs has been sent to the local TIR office to confirm if any permits have been issued. Once this step is complete Staff will be reaching out to each of the sign owners individually to discuss the Municipality's approach and a public meeting will be scheduled for January.

2016 Municipal Election: Halifax's RFP for e-Voting has been circulated to all municipalities for consideration. The successful firm was Intelivote. Staff are reviewing the proposal to determine the costs and services for the Municipality and will bring it for Council's consideration early in the new year.

Review of Compensation & Employee Policies: Patrick Hartling has met with staff on two occasions to initiate this process. An Employee Engagement Committee has been established with two members from each of the four departments providing advice to Mr. Hartling and the Municipal Clerk Treasurer on all aspects of this work.

Public Works

Water Meter Tender: The tender for the water metering project will be issued in the coming days. It has been prepared by SNC Lavalin Inc and reviewed by staff. In addition to installation of water meters, the successful proponent will be asked to provide the Municipality with GPS coordinates within 10 cms of all water shut-offs in an effort to update our records.

Preparing Equipment for Winter: Public Works is in the process of preparing all equipment for the winter season. We expect to take delivery of the new snow plough by Friday, December 18, 2015.

Finance

Debit / Credit at Beech Hill Solid Waste Resource Management Facility: The Interac machine is now online and accepting payment at the Landfill. At this time it is being offered as an option for payment, but staff are considering moving all non-commercial customers to this method of payment

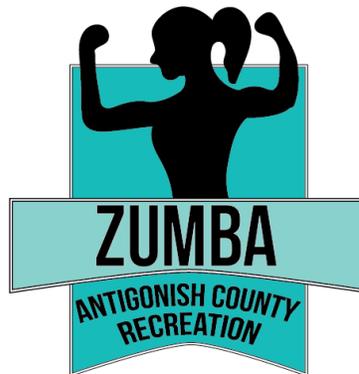


at some point in the future. This would significantly reduce the administration costs and accounts receivable to the Landfill operations.

Recreation

Recreation Management Software: The online registration program for the recreation department will be going live on December 15th. Residents will be able to register for the winter session of programs online!

New Logos: The recreation department partnered with a graphic design class at StFX University. Five students were tasked with creating new logos for the recreation department. It was a valuable experience with great outcomes. The new logos are below.



COMMITTEE OF THE WHOLE MEETING

A Committee of the Whole Meeting was held Tuesday November 24, 2015 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Russell Boucher, Chair
 Deputy Warden Owen McCarron
 Councillor Mary MacLellan
 Councillor Pierre Boucher
 Councillor Angus Bowie
 Councillor Rémi Deveau
 Councillor Vaughan Chisholm
 Councillor Bill MacFarlane
 Councillor Donnie MacDonald
 Councillor Hugh Stewart
 Glenn Horne, Municipal Clerk/Treasurer
 Shirlyn Donovan, Interim Deputy Clerk
 Gussie MacInnis, Department of Transportation
 Doug Cameron, Department of Transportation
 Jonas Coulter, Evolve Festival Organizer

Regrets: Councillor Bill MacFarlane

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 5:33pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Eastern Strait REN Update
- Endurance Wind Power Update

Moved by Councillor MacDonald and seconded by Deputy Warden McCarron that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Councillor MacLellan that the Committee of the Whole minutes for November 17, 2015, be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

EMERGENCY MANAGEMENT CENTRE

Municipal Council was shown a power point presentation prepared by Emergency Management Coordinator, Tom Bennett. They were asked to give consideration to relocate the Emergency Command Centre. Mr. Horne asked Municipal Council what their position is on moving the

Emergency Management Centre to the Municipal Administration Centre. Deputy Warden McCarron asked what the opinion of staff and administration would be if some other organization used the building. For the Emergency Management staff coming and going it would not be disruptive to staff however if there was an emergency it could potentially be disruptive to staff.

Mr. Horne explained to Municipal Council where the radio room would be located.

Deputy Warden McCarron asked what time commitment of the space would be on a monthly basis. Municipal personnel would no longer use the space where the radio room would go. The Multi-Purpose room would be used twice per month for meetings. The multi-purpose room would need to be re-furnished.

Mr. Horne asked Municipal Council what their position is on the topic. Council agreed by general consensus that they were in favor of the move. Mr. Horne will let the town know of Council's position.

EVOLVE SPECIAL EVENT PERMIT APPLICATION

A special event permit application was received for the 2016 Evolve Music and Awareness Festival. The application and supporting documents are attached.

Issues that were raised during committee of the whole meetings in September have been addressed and are included in the application documents.

Dr. Maureen Allan is working with organizers on creating a medical plan. Concert goers will be searched every time they enter the concert grounds. The concert will be reduced to 3 days and the concert hours will be reduced significantly. A parking grid and camping grid will be enforced. A formal barrier separating the parking area from the concert area will be erected which will try to control any illicit substances coming onto the site. It will attempt to funnel concert goers into one entrance point. The emergency access and parking restrictions put in place by TIR will remain unchanged for this year.

The application for the special event permit has been received with more information to come as some details are still being worked out. What is in front of Council this evening is a provisional permit that would be provided to Jonas for Evolve with specific deadlines for specific follow up materials that would have to be provided to the Municipality. The municipality will not be responsible for any financial losses if the provisions of the permit are not met and the permit is revoked.

Councillor MacDonald asked who would be monitoring the health services to ensure they are meeting the provisions set out by Municipal Council. Mr. Horne said someone with a clinical license will be in charge of the health services. Volunteers can provide health services but a paid licensed clinician will be there to oversee everything.

Councillor MacLellan asked if Jonas thought these changes would reduce the number of concert goers. He does not seem to think it would affect the numbers.

Jonas raised concerns about setting up the grids for the parking and camping areas. He said the concert goers typically don't follow the grid lines.

Moved by Councillor Boucher and seconded by Councillor MacDonald that Municipal Council approve the Special Event Permit for the Evolve Festival based Conditions in the attached letter.

Motion carried.

DEPARTMENT OF TRANSPORTATION INFRASTRUCTURE RENEWAL

Gussie MacInnis and Doug Cameron were in attendance on behalf of DOT. They are wrapping up their summer work and are getting ready for winter work. Doug went over the two sides of the department of transportation, the construction side and the maintenance side. Mr. Cameron handed out a list of the tentative work for 2016.

Mr. Cameron and Mr. MacInnis went over all of the councillors requests for road maintenance.

Warden Russell Boucher thanked Mr. Cameron and Mr. MacInnis for coming in and giving their update and let them know their work is appreciated.

TOURISM UPDATE

Mr. Horne updated on a meeting which took place on November 13th. The discussion around the table was that it was felt that we should start with a public meeting.

Following the meeting Mr. Horne spoke with Mark vandeWiel about the idea of the public meeting. They spoke about hiring a facilitator to host the public meeting. Mr. Horne would like to get direction from Council. The costs involved would be hiring a facilitator, ads and meeting space. Consensus from Municipal Council is to move forward with the hiring of a facilitator.

EASTERN STRAIT REN UPDATE

Last evening was the second board meeting of the REN Board. Andrew Beckett was named as the chair of the board. The hiring of the CEO is in process, applications have been short listed and they hope to have someone hired by Christmas.

ENDURANCE WIND POWER UPDATE

The likelihood of an extension from COMFIT is unlikely. Municipal Council agreed that the December 11th deadline is too soon to make a decision.

ADJOURNMENT

Moved by Councillor MacLellan and seconded by Councillor Boucher that the Committee of the Whole meeting be adjourned at 7:18pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

TO: MUNICIPAL COUNCIL
FROM: SHIRLYN DONOVAN, INTERIM DEPUTY MUNICIPAL CLERK
SUBJECT: ***COUNCIL AND COMMITTEE MEETING PROCEEDINGS***
DATE: DECEMBER 15, 2015

EXECUTIVE SUMMARY

Staff will be conducting a review of the Policy Regarding Rules of Order, Council Proceedings and Committees. Staff are looking for input and recommendations from Municipal Council regarding the proceedings of Committee of the Whole and Council meetings.

BACKGROUND

It has been about a year since changes have been made to the meeting proceedings. In the fall of 2014 we moved to two Committee of the Whole meetings and one Council meeting per month. Staff is looking for feedback from Council to see if this meeting schedule is working well and should be continued or if they would like revisions to be made.

Along with the schedule of meetings, staff are also looking for input from Municipal Council regarding the proceedings at each meeting. The Policy Regarding Rules of Order, Council Proceedings and Committees document is attached.

The current order of proceedings for Municipal Council (as per Policy) is as follows:

- a) Call to Order;
- b) Approval of the Agenda, and of any additions or deletions;
- c) Reading and approval of the minutes of the previous meeting, including correction of errors or omissions;
- d) Reconsideration of motions
- e) Deferred business
- f) Public hearings (where required);
- g) Correspondence;
- h) Petitions and delegations;
- i) Reading of reports of committees, officers and staff;
- j) Motions;
- k) Added items;
- l) Miscellaneous business;
- m) Adjournment.

The current order for Committee of the Whole meetings (as per Policy) is as follows:

- a) Additions to or deletions from the agenda;
- b) Approval of the agenda;
- c) Consideration of the particular business or items of business for which the meeting was called;

d) Adjournment.

Staff is looking for direction from Municipal Council of any changes they would like to see made to the order of proceedings, meeting frequency, how the meetings are organized, as well as any changes to meeting content.

CONSIDERATIONS

Staff can make amendments to the Policy Regarding Rules of Order, Council Proceedings and Committees to reflect the requests of Municipal Council. Any input or recommendations to the Policy can be sent to Shirlyn.

Staff is also looking for feedback regarding the amount of materials sent out to prepare for each meeting. Agenda packages tend to be between 60-90 pages which is a lot of reading material. There are some options we can use to provide the committee or council materials in a different fashion such as:

- Continue to send out Agenda Package by email on the Friday before the meeting;
- Set up a share point or drop box which would be a cloud based program which we could put documents in as they are prepared. This would alleviate receiving everything at one time. You could login to the drop box at any time to see if there is new information or we would send out an email to state something has been added;
- Email documents as prepared and send out agenda package as a whole when complete (the Friday prior to meeting at the latest).
- Any other suggestion from Council.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

**POLICY REGARDING RULES OF ORDER, COUNCIL
PROCEEDINGS and COMMITTEES**

Adopted the 15th day of January, 2002

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Policy Respecting Rules of Order, Proceedings and Committees (Section 23, *Municipal Government Act*)

Part 1 - MEETINGS

First meeting

1. (1) The first meeting of Council shall be held no later than four weeks following a civic election, or such sooner date as may be required by law. Until the selection of a Warden, the Clerk shall preside at a first meeting.
- (2) At a first meeting, Council members shall be sworn in, and the Warden and Deputy Warden shall be elected by Council, or as otherwise determined by law.
- (3) Where the post of Warden becomes vacant, the Clerk shall, unless a meeting is scheduled to be held within a week of the date of the vacancy, cause a special meeting of Council to be held for the purpose of selecting a new Warden.

Regular meetings of Council

2. (1) Council shall hold a regular meeting on the third Tuesday of every month, with the exception of the months of July and August.
- (2) A regular meeting shall be held at the Council Chamber at the Administrative Offices of the Municipality beginning at 7:30 p.m., local time, provided that Council may, by resolution or by consensus, direct that a regular meeting be held at another place or time.
- (3) No public notice is required for a regular meeting of Council, unless it is to be held at a place other than the Municipality's Administrative Offices.

Other meetings

3. (1) Council may hold other meetings for the dispatch of business of the Municipality; at such place and time as Council may determine, provided that each Councillor is notified at least 3 days in advance.
- (2) The Clerk shall call a meeting when required by the Warden, or upon receipt of a written requisition signed by a majority of Councillors.
- (3) The Clerk shall give at least three days public notice of a meeting called pursuant to this section.

Emergency meetings

4. Where the Warden determines that there is an emergency and that a meeting of Council is required, Council may meet without notice, or with such notice as is possible in the circumstances.

Open meetings & Exceptions

5.(1) All meetings of Council shall be open to the public, subject to paragraph (2).

(2) Council may meet in closed session to discuss matters relating to:

- (a) The acquisition, sale, lease and security of municipal property;
- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour relations;
- (e) Contract negotiations;
- (f) Litigation or potential litigation;
- (g) Legal advice eligible for solicitor-client privilege;
- (h) Public security.

(3) At a closed meeting, Council shall make no decision except in regard to procedural matters or to give direction to staff or to solicitors.

(4) No member shall, without the express written permission of Council, divulge what transpires at a closed meeting.

(5) The Clerk shall cause a record to be kept noting the fact that council met in closed session, and the type of matter that was discussed, but no other information. That record shall be open to the public.

Part 2 - PROCEEDINGS OF COUNCIL

Presiding member or Chair

6. (1) The Warden shall be the chair or presiding officer for all meetings of Council, and in the Warden's absence, the Deputy Warden shall preside. In the absence of both the Warden and the Deputy Warden, such other councillor chosen by a majority of those present shall preside.

(2) The member chairing a Council meeting is described herein as the "presiding member."

Duties of Presiding member

7. (1) The presiding member shall:

- (a) Open meetings of Council by calling members to order;
- (b) Receive and submit to Council all motion properly presented by a member;
- (c) Put to a vote a motion that is properly presented, or that necessarily arises in the course of a meeting, and to announce the result;
- (d) Decline to put to a vote a motion which infringes on the rules of procedure;
- (e) Enforce the observance of order and decorum;
- (f) Permit questions to be asked, through the chair, of any official of the Municipality to provide information to assist any debate or the discharge of Council business;
- (g) Provide information to Council on any matter touching on the business of the Municipality;
- (h) Decide and inform the Council on any points of order.

(2) The presiding member shall have the authority to call to order any member who violates the rules of order.

(3) The presiding member may take part in any debate, with the exception of debate concerning any point of order or point of privilege upon which the presiding member has been asked to rule.

Agenda

8. (1) The Clerk shall cause an agenda to be prepared for each regular meeting of Council on or before the Friday preceding the meeting, with copies of all reports or communications to be dealt with at the meeting. For all other meetings, the Clerk shall cause an agenda to be prepared as soon a practicable before the meeting. The agenda shall conform to the order of proceeding set out in section 10 hereof.

(2) Only members or the Clerk may submit additions to the agenda, and any member proposing an addition shall provide the Clerk with sufficient detail on the matter as to permit the Clerk to be in a position to communicate to the nature and effect of the item to Council, and shall provide the Clerk with any available supporting documentation.

(3) A proposed addition to the agenda shall be communicated to the Clerk by close of business on the Tuesday preceding the meeting. The Clerk shall review the proposed addition and, if satisfied that it relates to the business of the Municipality, add it to the agenda.

(4) No other matter shall be added to an agenda without the consent of a majority of the members present at the meeting.

(5) No matter concerning staff, or any matter referred to in subsection 5(2) of these Rules, may be added to an agenda until the matter has been reviewed by the Clerk and a decision is taken by Council

as to whether of not to hold an in camera meeting.

(6) The agenda for a regular meeting shall be made available to the public on the Monday morning preceding the meeting.

Call to Order

9. (1) As soon after the hour of meeting as a quorum is present the presiding member shall take the Chair and the members shall be called to order.

(2) The Clerk shall cause to be recorded in the minutes the names of the members present, and shall cause to be recorded the names and time of arrival of those members who arrive after the call to order.

(3) Where no quorum is present fifteen minutes after the time appointed for the meeting, the presiding member may adjourn the meeting, and the Clerk shall cause the names of those members present to be recorded.

Order of Proceedings

10. (1) The following shall be the order of proceedings of a regular meeting of Council:

- (a) Call to Order;
- (b) Approval of the Agenda, and of any additions or deletions;
- (c) Reading and approval of the minutes of the previous meeting, including correction of errors or omissions;
- (d) Reconsideration of motions
- (e) Deferred business
- (f) Public hearings (where required);
- (g) Correspondence;
- (h) Petitions and delegations;
- (i) Reading of reports of committees, officers and staff;
- (j) Motions;
- (k) Added items;
- (l) Miscellaneous business;
- (m) Adjournment.

(2) This sequence shall apply unless a vote of two-thirds of the members present decides otherwise.

(3) The following shall be the order of proceedings at all other meetings of Council:

- (a) Additions to or deletions from the agenda;
- (b) Approval of the agenda;

- (c) Consideration of the particular business or items of business for which the meeting was called;
- (d) Adjournment.

Participation in meetings

11. (1) Except as provided in this section, no one but members, or staff or officers of the Municipality when requested by the presiding member, shall be entitled to speak at a meeting of Council.

(2) A person or delegation which has been entered on the agenda for a meeting may speak, subject to time limits imposed by the presiding member.

(3) A person or delegation not on the agenda for a meeting may request permission to speak in reference to any petition or other written application presented to Council or any other matter within the jurisdiction of council, and the presiding member shall request a motion to allow the person or delegation to speak, and if carried by a majority of members present, the person or delegation shall be heard.

(4) The presiding member may place limits on the time and the number of persons who speak pursuant to a motion adopted under the preceding paragraph.

Petitions and other Written Submissions

12. (1) Every petition, application or other communication intended to be presented to Council shall:

- (a) Be legibly written or printed;
- (b) Not contain any improper language or matter;
- (c) Be signed by at least one person;
- (d) State the reasons for the communication and the remedy sought;
- (e) Be submitted to the Clerk as set out in subsection (2).

(2) The petition or communication must be presented to the Clerk before close of business on the Tuesday preceding the meeting. The Clerk shall review it and if of the opinion that it contains improper language or matter, or is libellous shall advise the presenter that the document is not suitable, and the petition or communication shall not be received. All other petitions or written submissions presented in accordance with subsection (1) shall be added to the agenda.

(3) A member may present a petition by acquainting the Council with its contents, and asking for leave for it to be read; if Council by a two-thirds vote of those present agrees, the Petition shall be added to the order of business.

Minutes

13. (1) The Clerk shall cause minutes of all meetings to be kept, and those minutes shall record in summary form:

- (a) The place, date and time of the meeting;
- (b) The name of the presiding member and the record of attendance;
- (c) The reading and, if requested, the correction and adoption of minutes of the previous meeting;
- (d) All motions moved or moved and seconded by members;
- (e) A record of the result of all votes.

(2) If there is any objection to minutes presented at any regular meeting the member making it shall state the grounds for the objection and, if no member objects, the minutes shall be amended accordingly.

(3) If a member objects to amendment of minutes, a motion must then be made and seconded to effect the amendment. The motion shall be debatable.

(4) A motion to amend minutes may only be made to correct an omission or error in the record; no amendment shall be made which effects a substantive change in that record.

(5) After minutes have been adopted, they shall be signed by the Clerk and maintained as an official record in the municipal administrative offices.

Part 3 - RULES OF CONDUCT & DEBATE

Members conduct

14. (1) In speaking to a motion or question, a member shall address the presiding officer, confining his or her remarks to the matter under debate and avoiding improper language.

(2) When two or more members wish to speak, the presiding member shall decide which shall be heard.

(3) A motion may be made that a member who wishes to speak "be now heard" or "do now speak", which motion shall not be debated and, if carried, the member shall be permitted to speak.

(4) During the reading of minutes or any other document or communication, and when a member or other person is addressing Council, silence shall be observed, and nothing shall be done to disturb the meeting.

(5) No member shall speak longer than ten minutes at one time, without leave of the presiding member, or more than twice upon any motion, and once on any motion to seek leave to speak oftener.

(6) When a member is speaking, no other member shall interrupt, except to make a point of order.

(7) No member shall:

- (a) Use offensive or unparliamentary language, or speak disrespectfully of anyone while in Council;
- (b) Impeach the motives of any other member, or treat any member with personal disrespect;
- (c) Wilfully violate any of the rules of order and procedure;
- (d) Wilfully obstruct the business of Council;
- (e) Reflect upon any vote of Council except for the purpose of moving in accordance with the provisions hereof that the question be rescinded or reconsidered.
- (f) Disobey a decision or ruling made by the presiding member.

(8) A member who contravenes subsection (7) shall be called to order by the presiding member, and shall be censured and may be ordered by a majority of the members present to leave the member's seat for that meeting. A presiding member who contravenes subsection (7) may be called to order, on motion, by vote of a majority of those members present, and dealt with as any other member under this paragraph.

Points of Order

15. (1) The presiding member shall decide points of order, subject to appeal to Council, and shall speak to a point of order in preference to other members.

(2) An appeal of the decision of the presiding member on a point of order shall be by motion duly made and seconded, the question being in the following form: "Shall the decision of the presiding member be sustained?", the motion shall be decided without debate, and a decision of the majority of those members present shall be final and binding.

Part 4 - VOTING

Manner of voting

16. (1) The presiding member shall state every question properly presented to Council and before putting it to a vote shall ask whether Council is ready for the question and, if no member should speak, shall proceed with the question, after which no one shall speak to the matter, except on a point

of order.

(2) The usual form of voting on any question shall be by the presiding member calling yeas and nays.

(3) The presiding member shall vote on all questions before Council.

(4) Every member present when a motion is put shall vote thereon, unless the member has a conflict of interest in relation to the matter at issue. A member who declines to vote shall be deemed to have voted in the negative.

Results of voting

17. (1) All questions shall be decided by a majority of votes, except those which by virtue of these rules or any other law, require a larger majority.

(2) The presiding member may require, and any member may demand, a division on any question, and the members shall thereupon be polled, with the affirmative counted first.

(3) In the event of a tie, the motion in issue shall be deemed to have been determined in the negative.

(4) All votes shall be entered in the minutes and the names of those members voting in the affirmative and the negative shall be recorded where there is any division.

Part 5 - MOTIONS

Form & consideration of motions

18. (1) A motion shall be clearly stated for the record, and the presiding member, where the matter is complex or lengthy, may request the moving member to reduce the motion to writing. A motion shall also be seconded and afterwards repeated from the chair before it is debated,

(2) After the presiding member or the Clerk reads a motion, it shall be deemed to be open for debate unless it is not a debatable motion.

(3) A motion may, at any time before it is voted on, be withdrawn by the mover, with the consent of the seconder.

(4) A motion in respect of a matter that is not within the jurisdiction of Council shall not be in order.

(5) Where the presiding member is of the opinion that a proposed resolution is contrary to the rules and privileges of Council, the presiding member shall apprise the members immediately, before putting the question, and shall cite the rule or authority applicable to the case, without argument or comment.

(6) Council shall not vote on a motion arising out of a presentation made at Council or an item added to the agenda by a member until a staff report and recommendation is received from the Clerk in regard to the matter, and a motion so made shall be deemed to be deferred until that report is made to Council. Council shall not be bound to accept any recommendation made in such a report.

Procedural motions - order of consideration

19. (1) When any question is before Council, the only motions which shall be received are:

- (a) A motion in amendment of the original motion;
- (b) A motion to refer the question, including a motion to amend, to a standing or special committee;
- (c) A motion to table the question;
- (d) A motion to defer consideration of the question either indefinitely or to some time named;
- (e) A motion to call for the question;
- (f) A motion to close the debate at a specified time;
- (g) A motion to adjourn;
- (h) A point of order;
- (i) A point of privilege.

(2) When any motion referred to in paragraph (1) is put, no other motion may be made except those described in (b), (c), (e), (f) or (g).

(3) A motion to close the debate, to call for the question, or to adjourn shall be put without amendment or debate, but a motion to call for the question shall not be put until after every member who has not spoken on the question in issue, and who claims the right to speak, has been heard.

(4) Procedural motions shall be considered immediately upon being made, and are subject to debate as follows:

- (a) Non-debatable: (i) motion to extend the time of the meeting; (ii) motion to call for the question.
- (b) Debatable: (i) motion to refer; (ii) motion to defer; (iii) motion to table; and (iv) any other procedural motions.

but debate shall be limited to the desirability of referring, deferring or tabling, or to the date upon which the matter should return to Council.

Motions to amend

20. (1) A motion to amend shall be relevant to the question; shall not propose a direct negative to the question; and shall be decided upon or withdrawn before the main question is out to a vote and before a further amendment to the question is considered.

(2) Only one amendment shall be allowed to an amendment, and any amendment more than one must be to the main question.

(3) On an amendment to “strike out and insert” certain words, the paragraph to be amended shall first be read as it stands, then the words proposed to be struck out; then those to be inserted; and finally the paragraph as it would stand as amended.

Motion calling for the question

21. (1) A motion to calling for the question is not debatable; cannot be amended; cannot be proposed when there is an amendment under consideration, shall preclude any further amendments to and debate on the main question.

(2) When a motion calling for the question is resolved in the affirmative, the main motion is put immediately without amendment or debate.

(3) When a motion calling for the question is resolved in the negative, then the main question may be further debated and amended.

Motion to refer

22. (1) A motion to refer the question to committee shall, until it is decided, preclude amendment to the main question and a motion to defer or table.

(2) A motion to refer is debatable, but only as to the desirability of the referring, and the motion shall not be put until all members listed to speak on the main question have been given the opportunity to raise any issues or ask any questions in relation thereto.

Motions to table or defer

23. (1) A motion to table a question is debatable, but only with respect to the desirability of the tabling and cannot be amended; provided that if the motion has some qualification other than as to time, it is subject to debate and amendment.

(2) A matter that has been tabled shall not be considered again by Council until a motion has been passed to take up the tabled question at the same or a subsequent meeting of Council, and a motion to take up a tabled question is not subject to debate or amendment.

(3) A motion which has been tabled and not taken from the table for six months shall be deemed to have been withdrawn. The clerk shall, for the last meeting immediately preceding that deemed withdrawal, give notice to Council of the effect of this paragraph.

(4) A motion to defer shall be debated only as to the desirability of deferring consideration of the motion, and the motion shall not be put until all members listed to speak on the main question have been given the opportunity to raise any issues or ask any questions in relation thereto.

(5) A motion to defer indefinitely shall be treated as a motion to table.

Motion to adjourn

24. (1) A motion to adjourn shall always be in order except: when a member is speaking or during a vote or the verification of a vote; when made after the approval of a motion to call for the question of a matter before Council; or when adjournment was the last preceding question.

(2) A motion to adjourn is not debatable. When it is made without qualification, and carried, brings the meeting to an end. When it is made to adjourn to a specific time, or to cause Council to reconvene on the happening of a specified event, and carries, suspends the meeting to continue at that time.

(3) If a motion to adjourn is decided in the negative, it cannot be made again until after some immediate proceedings have been completed by Council.

Part 6 - RECONSIDERATION OR RESCISSION

Negative votes

25. When a motion has been resolved in the negative it shall not be returned to Council except with the consent of two thirds of the whole council, and only after two months have elapsed after the vote. If resolved again in the negative, it shall not be brought again before Council until the expiry of the civic year.

Affirmative votes

26. (1) After a matter has been decided in the affirmative, a member may give notice of intention to move for reconsideration or rescission before the adjournment of the meeting at which the vote was taken.

(2) A notice of intention to move for reconsideration or rescission shall be dealt with at the next meeting of Council

(3) A motion to reconsider or rescind shall be dealt with after approval of the minutes and adoption of the agenda, and before any other business, and in the absence of the member who gave notice may be put by any other member.

(4) A notice of motion to reconsider or rescind shall have the effect of delaying any action necessary to give effect to the matter to be considered, and no action shall be taken until such reconsideration has been disposed of.

(5) No motion to reconsider or rescind shall be allowed in regard to a motion approving all or part of the Municipality's budget, or a motion authorizing legal proceedings and no question shall be reconsidered more than once nor shall a vote to reconsider or rescind be reconsidered or rescinded.

Part 7 - COMMITTEES

Committees Boards and Commissions

27. (1) The standing committees enumerated in Schedule "A" and the special or external/ internal committees, enumerated in Schedule "B" shall be appointed in the manner set out in these Rules.

(2) Council may, by resolution, add to or remove committees from Schedules "A" and "B".

(3) Council may, from time to time, and at such times as may be required, appoint Council members to such external boards, committees or commissions as it may be required or it sees fit, subject to any legislative requirements.

Nomination and appointment

28. (1) All members of Council shall be members of the Finance Committee, the Operational Services Committee and the Recreation Committee.

(2) The Warden shall be, ex officio, a member of all committees.

(3) The Warden shall consult with members of Council and appoint members to committees within 30 days of the adoption of these Rules to hold membership until November of the following year, and thereafter shall appoint committee members annually in November, to hold membership for the ensuing year. In an election year committee, appointments shall be made at the first opportunity after Council members are sworn in, and a Warden is chosen.

(4) Where a vacancy occurs on a committee, the Warden shall appoint a replacement to be a member to serve the unexpired term.

Vacating membership

29. A member appointed by Council who fails to attend three consecutive meetings of such committee of which notice has been given, without having been excused from attendance by resolution of the committee, shall thereupon vacate the seat and shall be deemed to have resigned, and a replacement shall be appointed, with all required changes made, pursuant to section 28.

General Duties of a Committee

30. The general duties of a committee shall be:

- (a) To report to Council from time to time whenever desired by Council as often as the interest of the Municipality may require on all matters connected with the duties imposed on it, and to recommend such action by Council as may be deemed necessary;
- (b) To consider and report on all matters referred to it by Council;
- (c) To adhere to the rules and orders of Council;
- (d) To make its reports available to Council prior to the same being given to the public.

Clerk

30. (1) Unless otherwise stipulated by Council, the Clerk shall be secretary of all committees.

(2) The Clerk shall cause notice of each regular and special meeting of a committee to be sent to each member of the committee and any staff or officer required to attend, no later than one day before the meeting, if possible.

(3) The Clerk shall attend, or cause an assistant to attend all committee meetings and to record the minutes, orders and requests of the committee.

Rules of Procedure

31. (1) The business of a committee shall be conducted according to the rules governing procedure in Council, except as otherwise stated herein.

(2) The Warden shall choose all committee chairs.

(3) The minutes of the transactions of a committee shall be entered in a book to be provided for that purpose. At each meeting the minutes of the preceding meeting shall be submitted for approval, and after receiving the approval of the majority of members present, shall be certified by the Clerk or Chair of the committee.

(4) A committee shall not consider any business if a quorum is not present. A quorum for a committee having an even number of members is one-half of all members; and a quorum for a committee having an uneven number of members is a majority of all members.

(5) The Clerk shall endeavour, where possible, to give 48 hours notice of a meeting to committee members, and to provide an agenda for the meeting.

(6) All meetings of committees, unless permitted by law to be held in camera, shall be open to the public.

(7) Any member of Council may attend a meeting of a committee, but Councillors who are not members of a committee shall not vote and may only take part in a committee's discussions with the consent of a majority of committee members.

(8) A committee shall consider and report upon only such matters as have been referred to it as provided herein or such matters as come reasonably within its continuing terms of reference as established from time to time by resolution of Council.

(9) No report or recommendation to do any matter or thing shall be recognized unless it is in writing and bears the name of the Chair, or of the person acting in that capacity.

Special Committees

32. (1) Council may appoint a special committee at any time as is deemed necessary concerning any matter within the jurisdiction of the Municipality, and Council shall set forth terms of reference for a special committee, and such other provisions as it considers proper.

(2) A special committee shall consist of not less than 3 members, and shall be chosen by the Warden, after consultation with Council members, who shall also appoint a Chair.

(4) When a special committee has completed its work, rendered its report, and Council has made a final decision upon the report, the committee shall thereupon be dissolved.

Part 8 - COMMITTEE OF THE WHOLE

Motion

33. (1) When a committee report is presented to Council, the chair of the committee shall move that Council go into Committee of the Whole, to discuss the report, and when a motion to go into Committee of the Whole is carried, the presiding member shall act as chair.

(2) In Committee of the Whole, no vote shall be recorded, there shall be no limits on the number of times of speaking on any question, and no motion to call for the question shall be permitted.

(3) No member shall speak more than once, except to make an explanation, until all members who wish to speak have done so.

(4) Committee of the Whole shall report to Council with any recommendations made in regard to its deliberations.

Part 9 - GENERAL

Suspension of rules

35. Notwithstanding any provision in this policy, any one or more of the rules and procedures herein any be suspended by the unanimous vote of the members present and voting.

Supplementary rules

36. In all cases not provided for in this policy, the rules of the Nova Scotia Legislature shall be followed.

2015/16 STANDING COMMITTEES LIST
Warden, Ex-Officio

INTERNAL COMMITTEES

Committee of the Whole

All Members of Council
Chair, Warden Russell Boucher

Recreation Committee

All Members of Council
Chair, Angus Bowie

ICSP Committee

Chair, Pierre Boucher
Donnie MacDonald
Mary MacLellan
Angus Bowie

Joint Occupational Health & Safety Committee

Donnie MacDonald
Rémi Deveau (alternate)

EXTERNAL BOARDS/

ACALA

Mary MacLellan

Antigonish Care Van Committee

Owen McCarron

Antigonish Coordinated Services Board

Rémi Deveau

Antigonish Heritage Museum Board

Donnie MacDonald
Vaughan Chisholm
Dr. Laurie Stanley-Blackwell

Antigonish Poverty Reduction Coalition

Angus Bowie

Skateboard Park

Mary MacLellan
Rémi Deveau
Bill MacFarlane

Building for Youth Commission (Arena)

Russell Boucher
Owen McCarron
Rémi Deveau
James Barter

Crime Prevention

Rémi Deveau

Eastern District Planning Commission

Pierre Boucher
Bill MacFarlane

Eastern Mainland Housing Authority

Jim MacIntyre – Expires April 24, 2016

Emergency Fuel Fund

Hughie Stewart

Affordable Housing

Donnie MacDonald

INTERNAL/EXTERNAL COMMITTEES

Economic Development & Industrial Park Committee

Chair, Rémi Deveau
Owen McCarron
Pierre Boucher
Glenn Horne, Executive Director
John Graham MacDonald (Park Representative)

Fences Arbitration Board

Owen McCarron

Planning Advisory

Chair, Mary MacLellan
Pierre Boucher
Angus Bowie
Bill MacFarlane
Carroll MacAdam
Linda Arsenault

Fringe

Bill

Vaughan

Donnie

Central

Remi

Angus

Owen

COMMISSION/COMMITTEES

Dept. of Transportation Community Liaison Committee

Donnie MacDonald

Eastern Region Solid Waste Management Committee

Hughie Stewart

Early Childhood Intervention

Owen McCarron

Emergency Management Advisory Committee

Russell Boucher
Donnie MacDonald, Liaison Officer
Glenn Horne
Tom Bennett, Coordinator

Joint Town/County Police Advisory Board

Vaughan Chisholm, Alternate Chair
Hughie Stewart

Fence Arbitration Board

Owen McCarron

Pictou/Antigonish Regional Library Board

Mary MacLellan

R. K. MacDonald Nursing Home (3 Year Term)

Mary MacLellan (Expires June 2018)
Donnie MacDonald (Expires June 2017)
Vaughan Chisholm (Expires June 2016 remainder of Hughie's term)
Angus Bowie (Expires June 2015)

Friends of Antigonish Library (FOAL)

Mary MacLellan

Antigonish Food Security Coalition

Vaughan Chisholm

Northumberland Rock Quarry – Community Liaison

Mary MacLellan