

TOWN OF LUNENBURG  
**COMMITTEE OF THE WHOLE MEETING AGENDA**  
Tuesday, August 27, 2024 | 6 pm  
Lunenburg Town Hall – Council Chamber  
120 Townsend Street



**NOTICE:** COTW meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGEMENT**

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

**3. ADDITIONS/ DELETIONS TO AGENDA**

**4. APPROVAL OF AGENDA**

4.1 August 27, 2024 Committee of the Whole Meeting Agenda

**Recommendation:** That Committee of the Whole approve the agenda for the August 27, 2024 meeting as presented.

**5. PRESENTATIONS**

**6. BUSINESS ARISING AND UNFINISHED BUSINESS**

**7. NEW BUSINESS**

7.1 Electric Utility Budgets 2024/2025

**Recommendation 1:** That Committee of the Whole refer the 2024/25 Electric Utility Operating Budget as presented to Council for approval.

**Recommendation 2:** That Committee of the Whole refer the 2024/25 Electric Utility Capital Budget as presented to Council for approval.

7.2 Council Meeting Submissions and Public Input Policy

**Recommendation:** That the Committee of the Whole refer the Council Meeting

Submissions and Public Input Policy to a regular Council meeting for consideration and notice of the policy.

7.3 Council Procedural Policy – *Review Request*

Recommendation: That Committee of the Whole direct staff to present a revised Council Procedural Policy at a regular Council meeting for possible notice.

**8. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

**9. IN CAMERA**

**10. ADJOURNMENT**



**Subject:** Electric Utility Budgets 2024/2025  
**From:** Electric Utility  
**Date:** August 13, 2024 – first presentation  
August 27, 2024 – *COTW discussion*

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### **Recommendation**

That Committee of the Whole refer the 2024/25 Electric Utility Operating Budget as presented to Council for approval.

That Committee of the Whole refer the 2024/25 Electric Utility Capital Budget as presented to Council for approval.

### **Alternatives**

- Consider the 2024/2025 Electric Utility Budget Operating Budget with amendments.
- Consider the 2024/2025 Electric Utility Budget Capital Budget with amendments.
- Defer a decision.

### **Background**

The Town of Lunenburg electric utility is responsible for distributing electricity to its residents and businesses. The utility operates under regulations set by the Nova Scotia Utility and Review Board, ensuring compliance with provincial standards.

The utility manages the town's electrical infrastructure; however, this work is covered under a service agreement with Nova Scotia Power for the operations and maintenance of the Town's Electric Utility infrastructure. Space in Town Hall, the Old Fire Hall and the Exhibition Building on Victoria Road are used by the electric utility.

The Electric Utility budgets were first presented by staff at the August 13, 2024, Council meeting, which included a public input and question session where community members could comment on the proposed budgets. After the discussion, Council decided to refer the Electric Utility budgets to the Committee of the Whole for further review.

### **Discussion**

The draft 2024/2025 Electric Utility Budget projects total budgeted revenue of \$7,518,700 and total budgeted expenditures of \$8,030,100, for a projected net deficit of \$511,400. There is a budget change of \$347,700 or 4.8% compared to the 2023/2024 budget. The budget deficit is \$297,900 more than the projections for 2023/2024.

As in the 2023/2024 Budget, there is a substantial increase in Power Costs. \$6,143,600 is budgeted for 2024/2025. While \$5,761,000 was budgeted for 2023/2024, this cost is projected at \$6,066,400 for 2023/2024. \$127,257 represents the monthly charge for the highest power demand.

The total capital funds budgeted for 2024/2025 is \$2,626,000. The Electric Utility has some large capital expenditures in its foreseeable future.

A major part of the proposed 2024 capital spending is \$1.896 million out of the total \$3.8 million to upgrade the feeder 81W-223 to support new projects in the Knickle Road area. The project includes:

- Upgrading and extending feeder 81W-233 to Dufferin Street
- Rebuilding Kissing Bridge Road to 3-phase power
- Extending Victoria Road along Hall Street
- Adding a loop on Knickle Road

This upgrade is essential to support future customers and new service requests. We need approval for this project now so it can be included in Nova Scotia Power's 2024/2025 work schedule.

\$100,000 is allocated for engineering support (preliminary design) and another \$100,000 for the land for the proposed new substation on Green Street.

To fund these expenditures a General Rate Application will need to be prepared and submitted to the Nova Scotia Utility and Review Board, the cost of which will be amortized over three years. Note, however, that the draft budget does not reflect any rate changes from a General Rate Application.

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working. These allocations are reviewed annually to ensure their continued relevance and accuracy. The budget for Engineering Consulting fees is for operational support. If additional specialized support, such as engineering support, is needed for specific capital projects these costs are included in the line item for the capital project.

### **Strategic Plan Relevance**

- Servicing a Facilities: A town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

### **Relevant Legislation**

*Public Utilities Act*

*Electricity Act*

### **Financial**

The Electric Utility Budget sets the utility's operational and capital spending.

### **Communications**

There is no communication plan. More information about a possible rate increase will be shared as it becomes available.

**Attachments:**

- A. 2024/2025 Draft Electric Utility Budget.

**TOWN OF LUNENBURG ELECTRIC UTILITY**  
**2024/25 BUDGET**

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ELECTRIC UTILITY OPERATING BUDGET						
ACCOUNT #	Notes	DESCRIPTION	2024/25 Budget	2023/24 Approved Budget	2023/24 Projections	2022/23 Actual
		<b>Revenue</b>				
		<b>Operating Revenue</b>				
07-1-51-1000	2	Domestic Service	\$ 3,484,000	\$ 3,143,000	\$ 3,395,400	\$ 2,936,584
07-1-51-2000	3	General Service - Small	180,900	191,000	177,700	178,154
07-1-51-2500	3	General Service - Demand	2,256,600	2,166,000	2,210,300	2,024,336
07-1-51-3000	4	General Service (IND)	1,277,600	1,350,000	1,268,500	1,262,101
07-1-51-4000	5	Street Lighting	150,100	147,000	140,600	137,015
07-1-51-5000		Misc. Electric Light	9,000	8,000	10,100	7,380
07-1-51-6000	6	Late Payment Interest	35,000	30,000	42,800	32,629
07-1-51-7000	7	Pole Attachment Fees	28,000	28,000	27,800	27,620
07-1-51-8000	8	69 KV Line Lease	58,000	58,000	56,500	56,511
		Total Operating Revenue	7,479,200	7,121,000	7,329,700	6,662,330
		<b>Non-Operating Revenue</b>				
07-1-51-9000		Expired Line Extension Deposits	-	-	-	-
07-1-52-1000	9	Sale of Service - Permits	20,000	35,000	16,300	33,652
07-1-52-1010	9	Sale of Service - Jobbing & Contract	7,500	5,000	8,000	7,590
07-1-52-3000		Interest Revenue	12,000	10,000	15,500	17,201
		Total Non-Operating Revenue	39,500	50,000	39,800	58,443
		<b>Total Revenue</b>	\$ 7,518,700	\$ 7,171,000	\$ 7,369,500	\$ 6,720,773
		<b>Expenditures</b>				
		<b>Power Purchases</b>				
07-2-61-1000	10	Power Cost - NSPI	\$ 6,143,600	\$ 5,761,000	\$ 6,066,400	\$ 5,300,756
		<b>Substations</b>				
		<b>Substations (3)</b>				
07-2-62-1100	11	Labour-Utility	26,100	25,400	25,100	25,052
07-2-62-1200	12	Repairs & Maintenance	20,000	20,000	1,900	1,394
07-2-62-1300	13	Transformer Testing	-	-	-	-
07-2-62-1500		Substation Insurance	12,500	12,500	11,900	11,876
			58,600	57,900	38,900	38,322
		<b>Operation &amp; Maintenance</b>				
		<b>Superintendence</b>				
07-2-63-1100	11	Manager/Portion of Super. Salary	202,700	125,000	119,000	114,428
07-2-63-1200	14	Telephone/ Cellular/ Internet	7,000	4,000	6,000	6,873
07-2-63-1400		Radio Repairs/License	200	200	200	202
		<b>Overhead</b>				
07-2-63-2100	11	Labour - Utility	75,800	73,800	72,900	72,920
07-2-63-2200		Supplies	-	-	-	-
07-2-63-2310	15	Vegetation MGMT-Contractor	100,000	100,000	138,600	41,518
07-2-63-2600		Contracted Repairs/Flagmen	2,000	2,500	-	1,810
		<b>Poles &amp; Fixtures</b>				
07-2-63-3100	11	Labour - Utility	12,100	11,800	12,000	11,768
07-2-63-3200		Supplies	1,500	3,000	-	96
		<b>Services</b>				
07-2-63-4100	11	Labour - Utility	28,200	27,400	27,100	26,525
07-2-63-4200		Supplies	3,000	6,000	2,100	2,877
		<b>Streets &amp; Highway Lighting</b>				
07-2-63-5100	11	Labour - Utility	25,500	24,800	24,500	23,971
07-2-63-5200		Supplies	-	-	-	-
		<b>Maintenance of Building</b>				
07-2-63-6200		Fuel	5,000	6,500	4,400	4,686
07-2-63-6300		Electric	1,100	1,100	1,000	1,016
07-2-63-6310		Water	500	500	400	348
07-2-63-6320		Sewer	1,000	900	1,000	1,060
07-2-63-6400	16	Repairs & Maintenance	3,000	4,000	1,800	2,581
07-2-63-6600	17	Rental- Victoria Road Building	5,000	5,000	5,000	5,000
		<b>Customer Premises Expenses</b>				
07-2-63-7100		Electrical Inspections	20,000	35,000	18,000	36,281
			493,600	431,500	434,000	353,960

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ELECTRIC UTILITY OPERATING BUDGET						
			2024/25	2023/24	2023/24	2022/23
ACCOUNT #	Notes	DESCRIPTION	Budget	Approved Budget	Projections	Actual
		<b>Transformers</b>				
		<b>Setting and Removing</b>				
07-2-64-1100	11	Labour - Utility	2,900	2,800	2,800	2,751
		<b>Maintenance of Transformers</b>				
07-2-64-2100	18	Labour - Utility	3,500	3,400	3,400	3,340
07-2-64-2150	18	Contracted Repairs	75,000	40,000	23,600	9,000
07-2-64-2200	18	Supplies	-	-	-	-
			81,400	46,200	29,800	15,091
		<b>Meters</b>				
		<b>Setting and Removing Meter</b>				
07-2-65-1100	11	Labour - Utility	7,400	7,200	7,100	7,073
		<b>Testing Meters (Expenses)</b>				
07-2-65-2100	11	Labour - Utility	11,700	11,400	11,300	11,003
		<b>Maintenance of Meters</b>				
07-2-65-4200		Supplies	1,000	1,000	200	1,545
			20,100	19,600	18,600	19,621
		<b>General Overhead</b>				
		<b>Supervision</b>				
07-2-66-1100	20	Portion FD Salary	7,100	6,700	6,600	6,100
		<b>Contracts</b>				
07-2-66-2100	20	Portion of Town Office Salaries	21,500	20,000	21,100	19,300
			28,600	26,700	27,700	25,400
		<b>Accounting</b>				
		<b>Accounting Supervision</b>				
07-2-67-1100	20	Portion FD Salary	10,700	10,100	9,900	7,900
		<b>Revenue Accounting</b>				
07-2-67-2100	20	Portion of Town Office Salaries	75,900	69,500	69,600	51,835
		<b>Plant Accounting</b>				
07-2-67-3100	20	Portion of Town Office Salaries	50,100	46,700	48,500	54,500
		<b>Billing</b>				
07-2-67-4100	20	Portion of Town Office Salaries	50,100	46,700	47,100	51,700
07-2-67-4200		Supplies	12,500	12,000	12,200	11,450
		<b>Auditing</b>				
07-2-67-5100		Audit Fees	7,000	7,500	6,500	6,500
		<b>Collecting</b>				
07-2-67-6050	21	Electronic Banking Services	5,000	5,500	4,800	4,895
07-2-67-6100	20	Portion of Town Office Salaries	21,500	20,000	20,100	16,600
07-2-67-6200		Postage	15,400	14,800	14,800	13,500
07-2-67-6300		Collection Costs (Small Claim Fees)	1,000	1,000	-	-
		<b>Meter Reading</b>				
07-2-67-7100	11	Labour - Utility	45,000	35,000	48,600	59,227
			294,200	268,800	282,100	278,107
		<b>General</b>				
		<b>Supervision</b>				
07-2-68-1100	21	Portion CAO & Clerk Salaries + supports	67,200	61,600	61,900	72,497
07-2-68-1200	22	Council Honorariums	37,100	34,900	31,300	47,909
07-2-68-1400	23	Council Conventions/Training	3,600	3,600	2,900	2,271
		<b>Professional Services</b>				
07-2-68-2100	24	Engineering	50,000	30,000	10,000	5,135
07-2-68-2200		Legal Fees	40,000	20,000	6,200	21,458
07-2-68-2210	25	Communications	10,000	10,000	7,200	5,661
07-2-68-2300		Payroll Administration	1,500	1,500	1,500	1,500
		<b>Advertising</b>				
07-2-68-3100	26	Power Interruptions & Promotions	2,500	5,000	400	860
		<b>Uncollectible Bills</b>				
07-2-68-4100	27	Provision - Uncollectible Accts.	15,000	15,000	15,000	22,511

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ELECTRIC UTILITY OPERATING BUDGET						
			2024/25	2023/24	2023/24	2022/23
ACCOUNT #	Notes	DESCRIPTION	Budget	Approved Budget	Projections	Actual
		<b><i>Rentals, Lights, etc.</i></b>				
07-2-68-5100		Office Rental - Town	10,200	10,200	10,200	10,200
07-2-68-5200		Supplies/Printing/Paper	17,000	16,000	17,700	16,481
07-2-68-5300		Postage	15,400	14,800	14,800	13,500
07-2-68-5600	28	Maint & Contract - Computer	42,000	40,000	54,000	39,207
07-2-68-5700		Lease - Postage Meter	2,000	2,000	2,000	1,197
07-2-68-5800		Service Charges - Photocopier	4,300	4,000	4,300	4,107
		<b><i>General Insurance</i></b>				
07-2-68-6600	29	Insurance	20,000	16,500	19,000	14,989
		<b><i>Employee Welfare</i></b>				
07-2-68-9200	30	Employment Benefits	67,400	68,300	62,800	60,266
07-2-68-9300		Clothing/Safety	500	1,000	-	-
07-2-68-9400		Other Employee Benefits	2,000	4,800	600	545
07-2-68-9450		Meeting - Travel/Expense	1,500	1,500	1,300	1,206
07-2-68-9500	31	Training and Memberships	10,000	10,000	1,700	10,080
07-2-68-9600		Meeting Supplies	3,000	3,000	2,500	2,697
			422,200	373,700	327,300	354,277
		<b><i>Office Supplies/Expenses</i></b>				
07-2-69-1100		Telephone - Town Hall	2,000	2,000	2,700	1,949
07-2-69-1200		Fax Machine	500	500	400	413
07-2-69-1350	33	Small Capital - Office Equipment	15,000	15,000	11,500	12,197
		<b><i>Regulatory Comm. Expense</i></b>				
07-2-69-3100	34	BD. of Public Utilities	8,000	8,000	7,200	7,297
07-2-69-3200	35	Consultant Fees	35,000	40,000	16,300	49,020
			60,500	65,500	38,100	70,876
		<b>Department Total</b>	<b>\$ 7,602,800</b>	<b>\$ 7,050,900</b>	<b>\$ 7,262,900</b>	<b>\$ 6,456,410</b>
		<b><i>Depreciation</i></b>				
07-2-70-2100	36	Depreciation Expense	323,000	215,000	215,000	181,228
		<b><i>Interest on Consumer Deposits</i></b>				
07-2-70-3100		Accrued Interest Expense	500	500	500	1,115
		<b><i>Interest on Long-Term Debt</i></b>				
07-2-70-4100	37	Borrowing Interest	3,800	4,600	4,600	4,878
		<b><i>Debt Repayment</i></b>				
07-2-70-5100	37	Long-Term Debt Principal	100,000	100,000	100,000	100,000
		<b>Department Total</b>	<b>\$ 427,300</b>	<b>\$ 320,100</b>	<b>\$ 320,100</b>	<b>\$ 287,221</b>
		<b><i>Transfers to Other Funds</i></b>				
07-2-80-1000		<b><i>Capital Reserves</i></b>				
07-2-80-1200		Trf. To (from) Capital Reserve	-	-	-	-
		<b>Department Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
07-2-90-0100		<b>Surplus (Deficit)</b>	<b>\$ (511,400)</b>	<b>\$ (200,000)</b>	<b>\$ (213,500)</b>	<b>\$ (22,858)</b>
		Section Total				
		<b>Total Expenditures</b>	<b>\$ 7,518,700</b>	<b>\$ 7,171,000</b>	<b>\$ 7,369,500</b>	<b>\$ 6,720,773</b>
		<b>Budget Change</b>	<b>\$ 347,700</b>			
			<b>4.8%</b>			

**NOTES TO ELECTRIC UTILITY BUDGET**

1. Currently the Utility’s kWh consumption rate for power purchases is \$0.10877 including FAM rider. The Utility’s current peak ratchet monthly demand cost for kVa is \$127,257. The Utility’s current demand rate is \$13.108. The Utility receives a \$0.32 per kVa discount in demand costs for owning its own substation (see table below).

	2024/25 Budget	2023/24 Budget	2022/23 Actual	2021/22 Actual
Purchases (kWh)	42,098,000	40,451,116	40,541,899	42,299,239
Sales (kWh)	40,414,000	39,024,038	39,024,038	40,780,742
Purchases as % Sales	104%	104%	104%	104%
Billed Demand (kVa) monthly	10,750	10,171	9,947	9,163

kWh: Kilowatt hour - the basic measurement of power per hour.

kVa: Kilovolt amperes – the basic unit for measurement of apparent power. It is the greatest amount of power, averaged over a 15 minute period, supplied to the Town during the billing period of December, January or February. It is adjusted annually and billed at highest kVa for following year.

Date	Time	Peak (kVa)
January 16, 2012	8:30 am	8,673
January 24, 2013	8:30 am	9,429
January 2, 2014	5:30 pm	9,982
February 11, 2015	9:00 am	9,520
January 13, 2016	10:00 am	9,800
December 16, 2016	5:45 pm	9,947
January 2, 2018	6:45 pm	9,338
February 27, 2019	8:00 am	9,842
February 21, 2020	8:15 am	9,632
February 12, 2021	9:30 am	9,163
January 12, 2022	9:00 am	9,947
February 4, 2023*	6:00 pm	10,171
February 21, 2024	8:00am	9,898

The Town’s Electric Utility has approximately 2,200 customers in various rate classifications as noted below.

\*Historical low temperatures.

2. #07-1-51-1000 Domestic Service

Budget based on projected sales and existing rates. There are approximately 1,800 customers billed under the Domestic Service rate. There are currently 21 customers billed under the Domestic Service Time-of-Day rate. There are currently 32 customers billed under the Self Generation Offset (SGO) rate.

3. #07-1-51-2000 & 07-1-51-2500 General Service

Budget based on projected sales and existing rates. There are approximately 250 Small General customers and approximately 180 General Service customers billed under General Service.

4. #07-1-51-3000 Industrial

Budget based on projected sales and existing rates. The Town has 3 customers billed under this rate.

5. #07-1-51-4000 Street Lighting

Budget based on projected sales and existing rates. The Town has approximately 60 customers billed under this rate.

6. #07-1-51-6000 Late Payment Interest

Interest revenue is based on 1.5% per month on outstanding balances.

7. #07-1-51-7000 Pole Attachment Fees

An agreement with Maritime Tel & Tel was reached in 1987. Ratio of pole ownership to be shared at 60% Utility, 40% Bell Aliant (formerly MT&T). At that time there were 592 poles (60% Utility = 355 and 40% Aliant = 237). Aliant has not maintained their 40% ownership and pole attachment fees are charged for the difference. Currently there are approximately 1,128 poles. Aliant is charged for the number of poles over the Utility's original 355 (773 poles).

This revenue budget includes attachment fees of \$14.15 per pole for Eastlink Cable (1,169 poles = \$16,541) and Bell Aliant (773 poles = \$10,938).

8. #07-1-51-8000 69 KV Line Lease

Lease agreement with High Liner Foods Inc. to lease our 69 KV line for power supplied by Nova Scotia Power Inc. The lease renewed in October 2020.

9. #07-1-52-1000 & #07-1-52-1010 Sale of Services

Includes wiring permit fees, electrical inspections and any other work performed by the Electric Utility staff for external customers.

10. #07-2-61-1000 Power Purchased

This is budgeted based on the Utility's power purchase requirements.

11. Labour Utility

The Town of Lunenburg has a service agreement with Nova Scotia Power for the operations and maintenance of the Town's Electric Utility infrastructure. The arrangement was effective June 1, 2018 for a renewable five-year term and will provide a wide range of technical expertise to ensure a reliable and sustainable electricity supply. All on site work is now carried out by Nova Scotia Power personnel. The cost of this service arrangement is allocated within the various cost centers of the Utility.

12. #07-2-62-1200 Repairs & Maintenance Substations

Budget has been included for routine repairs and maintenance.

13. #07-2-62-1300 Transformer Testing

While the substation transformers require periodic testing these costs are now included in the substation repairs and maintenance budget. There are three transformers at the substation, a dual voltage main and a backup for each voltage.

14. #07-2-63-1200 Telephone/Cellular/Internet

Includes the basic rates, cellular phones for the Corporate Services staff who manage the Utility and internet lines in the Town Office/Electric Department.

15. 07-2-63-2310 Line Vegetation Management Contractor

It is important that the vegetation be managed to maintain power during weather events. The budget includes costs for annual contracted tree trimming and removal.

16. #07-2-63-6400 Maintenance of Building

Includes estimate for annual repairs.

17. #07-2-63-6600 Rental Victoria Road Building

Space is required at the Victoria Road exhibition building for storage of large spools of wire, etc.

18. #07-2-64-2100 to 2200 Maintenance of Transformers

Budget estimate for maintenance including any required testing for PCB's of older transformers. All line transformers must be tested for PCBs by 2025.

19. #07-2-65-3100 Testing Meters - Third Party Charges

Included in the fees for the service contract.

20. #07-2-66-1100/2100, 67-1100/2100/3100/4100/6100 and 68-1100 Portion of Salaries

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy. Allocations include General Government Services, Transportation Services, Community Development, Water and Electric Utilities.

21. #07-2-67-6050 Electronic Banking Services

This cost is for the lease of two debit machines located in the Finance Office and one third of all banking fees. This is deemed reasonable based on monthly electric billings vs quarterly billings for other Town Utilities.

22. #07-2-68-1200 Honorariums

Honorariums for members of Council for their oversight of Electric Utility. Allocated at 25%.

23. #07-2-68-1400 Conventions/Training – Council

Conferences, training and professional development for the Mayor and Councillors. Approximately 50% of costs is allocated to the Electric and Water Utility budgets.

24. #07-2-68-2100 Engineering

The budget for Engineering Consulting fees for operational support. If support is needed to capital projects those costs are allocated to the capital project.

25. #07-2-68-2210 Communications

Budget for a portion of the Communications Manager's salary and related supplies.

26. #07-2-68-3100 Advertising

Budget for outage notices and supplies.

27. #07-2-68-4100 Uncollectible Accounts

A valuation of aged receivables is performed annually and an allowance for uncollectible accounts is established as per national accounting guidelines.

28. #07-2-68-5600 Maintenance/License - Computers/Printers

Budget includes maintenance and licensing of computers including the accounting software license fee. The accounting software license fee is an all-inclusive annual fee for program updates and improvements and IT support for the software. Other departments pay the Electric Utility for a portion of this license fee.

29. #07-2-68-6600 General & Liability Insurance

Insurance costs are budgeted at estimated rates for the upcoming year.

30. #07-2-68-9200 Employment Benefits

The Utility reimburses the Town for a portion of the Employment Benefit costs for the Town office staff. This account also includes an accrual for retirement benefits based on the Town's personnel policy.

31. #07-2-68-9500 Training and Memberships

Budget for various staff training, seminars/conferences and memberships.

33. #07-2-69-1350 Small Capital – Office Equipment

This has been transferred from the Capital Budget to Operations based on the Town’s Tangible Capital Asset threshold of \$2,500. Includes replacement computers as required (generally replaced every 3 years).

34. #07-2-69-3100 Board of Public Utilities

Budgeted based on previous year actuals.

35. #07-2-69-3200 Consultant Fees

The Utility is undertaking a General Rate Application (GRA) and the cost of which is to be amortized over three years.

36. #07-2-70-2100 Depreciation Expense

All capital items are depreciated at an average rate of 3.5%. as per NSURB.

37. #07-2-70-4100 Interest Expense & Long Term Debt Principal #07-2-70-5100

The Electric Utility has a 20-year debenture for the substation upgrade with Municipal Finance Corporation with an original average interest rate 4.319%. This debenture was refinanced in fiscal 21-22 for the remaining five years and now has an average interest rate of 0.7%.

Payment	Original Loan	Principal	Interest	End Balance
18 of 20	\$2,000,000	\$100,000	\$3,800	\$200,000

It is estimated that the Electric Utility will need to finance significant debt for capital upgrades in the next five years and this will have an impact on rates.

**TOWN OF LUNENBURG CAPITAL BUDGET - ELECTRIC UTILITY**

<b>DESCRIPTION</b>	<b>24/25 Year 1</b>	<b>25/26 Year 2</b>	<b>26/27 Year 3</b>	<b>27/28 Year 4</b>	<b>28/29 Year 5</b>
Meters	\$10,000	\$10,000	\$200,000	\$100,000	\$100,000
Overhead Conductors	\$220,000	\$230,000	\$240,000	\$250,000	\$250,000
Poles & Fixtures	\$95,000	\$105,000	\$115,000	\$125,000	\$125,000
Services	\$55,000	\$65,000	\$75,000	\$85,000	\$85,000
Transformers - Line	\$140,000	\$150,000	\$160,000	\$170,000	\$170,000
Street Lighting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
81W-322 feeder upgrade (5.333 Kv to 15kV standards)					\$1,700,000
81W-321 feeder upgrade (5.333 Kv to 15kV standards)				\$1,000,000	
Upgrade and Extend 81W-233 to Dufferin Street (Option B)	\$1,896,000				
Green St New Double Circuit		\$1,904,000			
Substation design/re-design	\$100,000	\$100,000			
Existing Substation Yard Cleanup (grass, grounding, crushed rock, etc.)		\$ 100,000	\$100,000		
New HV Switches 69kv/138 kV (3)			\$200,000		
Land for new Substation on Green St.	\$100,000				
New Substation Yard prep (overburden removal and fill, crushed rock)		\$ 200,000			
Existing Substation Ground grid repairs			\$100,000		
Existing Substation Buss work (5.33 kv to 12.47kv conversion accommodation)			\$100,000		
New Substation Foundation Structures			\$200,000		
Existing Substation Fence repairs		\$100,000			
New Substation Fence			\$100,000		
15 Kv Reclosers and associated equipment for New Sub				\$200,000	
Existing Substation Ground grid			\$150,000		
New Substation Oil Containment				\$300,000	
New Substation Overhead Buss Work				\$250,000	
New 20MVA 69kV/138kV - 12.47 kv Power transformer for Sub 81W			\$500,000	\$1,000,000	
New Substation relaying, protection, metering, battery bank			\$100,000	\$100,000	\$100,000
New Substation Control building				\$200,000	
<b>**TOTAL**</b>	<b>\$2,626,000</b>	<b>\$2,974,000</b>	<b>\$2,350,000</b>	<b>\$3,790,000</b>	<b>\$2,540,000</b>
Fiscal 2024/25 Capital Funding					
Electric Utility Deprecation Reserve	\$160,000				
Debt Financing	\$2,466,000				
	<u>\$2,626,000</u>				
<i>Projected Financing 25/26 to 28/29</i>					
Electric Utility Deprecation Reserve		\$180,000	\$390,000	\$310,000	\$310,000
Debt Financing		\$2,794,000	\$1,960,000	\$3,480,000	\$2,230,000
		<u>\$2,974,000</u>	<u>\$2,350,000</u>	<u>\$3,790,000</u>	<u>\$2,540,000</u>

**Draft - v1**

## ELECTRIC UTILITY CAPITAL BUDGET DESCRIPTIONS

The bulk of the capital expenditure for 2024 is \$1.896M out of \$3.8M that is required for the upgrade of feeder 81W-223 to support the new projects in the Knickle Road area. The project involves upgrading and extending 81W-233 to Dufferin Street, rebuild Kissing Bridge Road to 3-phase, extend Victoria Road along Hall Street and add the Knickle Road loop. This upgrade is critical for future customer support and new service requests. This project requires approval so that it can fit into NS Power's work schedule for the 2024/2025 year.

The allocated funds of \$100k for engineering support (preliminary design) for the proposed new substation on Green Street, and \$100k for the land for the proposed new substation.

### Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The 2024/25 budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

### Overhead Conductors

This item is for yearly replacement, as well as new and emergency repairs.

### Poles & Fixtures

This item is for yearly replacement, as well as new and emergency repairs.

### Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial).

### Transformers – Line/Installation

This item is for yearly replacement, as well as new and emergency repairs. As part of our service agreement NSP purchases and maintains the transformer inventory for the utility.

### Street Lighting

In fiscal 2022/23 all street lights were converted to LED. The 2024/25 budget for street lights allows for the installation of any potential new requests.

**Subject:** Council Meeting Submissions and Public Input Policy  
**From:** Kayla Byrne, Municipal Clerk  
**Date:** August 27, 2024 – *COTW*  
Sept. 10, 2024 – *Notice*  
Sept. 24, 2024 – *Decision*



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## Recommendation

That the Committee of the Whole refer the Council Meeting Submissions and Public Input Policy to a regular Council meeting for consideration and notice of the policy.

## Alternatives

- Provide edits to the policy.
- Defer this item.

## Background

Council initially reviewed this policy at its July 16 meeting, where several key points were discussed. Council considered expanding the public input section to allow comments on any municipal matter, not just items listed on the meeting agenda. This proposed change is highlighted in yellow in the attached policy.

There was also a discussion regarding the time limits for the public input session. If Council wishes to adjust these time allotments, staff will need further direction; this section is highlighted in green.

Additionally, Councillors expressed a desire for a clearer understanding of operational matters. In response, a definition has been added and is highlighted in yellow.

Following the discussion on July 16, Council referred the proposed policy to a Committee of the Whole meeting for further discussion.

## Discussion

Council's current [Public Presentations at Town Council, Committee of the Whole Council and Committee Meetings Policy](#) lacks clarity on presentation parameters, such as the review and approval process and handling prohibited or subsequent presentation requests. The proposed policy aims to better capture our existing practices, which have not been clearly documented, by:

- Defining allowable presentation types

- Detailing information required for presentation requests
- Outlining a clear review and approval process

The policy also addresses respect and decorum during meetings, sets deadlines for documentation submission, and allows for both in-person and virtual presentations.

Currently, Council agendas include correspondence and a 20-minute "Public Input and Questions" item, but no policy guides these practices. The proposed policy seeks to formalize these procedures, focusing on:

- Presentations at Council meetings
- Public input during Council meetings
- Correspondence for information or action in Council agendas
- Public hearing submissions
- Petitions
- Accommodations
- Respect and conduct at Council meetings
- Public record and livestreaming

**Policy Highlights:**

**Presentations at Council Meetings:**

- Maximum of two presentations per meeting
- Categories include local/regional updates, community initiatives, significant public interest, and local achievements
- Presentations must be respectful, with a 15-minute limit
- Requests reviewed by the CAO and Municipal Clerk; in-person preferred, virtual option available

**Prohibited Presentation Requests:**

- Promotions of private businesses or individuals, topics outside Town jurisdiction, matters requiring or having had a public hearing, CAO/staff responsibilities, duplicate topics

**Public Input at Council Meetings:**

- "Public Input and Questions" as a standing agenda item, 20-minute limit, 3 minutes per speaker

**Correspondence:**

- "Correspondence for Action or Information" included in agendas, must be respectful and relevant
- Anonymous/unsolicited correspondence not acknowledged
- Operational matters directed to staff, with a process for handling correspondence related to pending matters

**Public Hearing Submissions:**

- Included in the agenda package, late submissions circulated but not part of the public record, unlimited speakers with a five-minute limit per speaker

**Relevant Legislation**

Municipal Government Act

**Financial**

There is no additional cost to approve or implement this policy.

**Communications**

If approved, this policy will be published on the Town's website.

**Attachments**

Proposed Council Meeting Submissions and Public Input Policy

# Council Meeting Submissions and Public Input Policy

Date adopted by Council: **TBD**



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## 1. POLICY STATEMENT

This policy aspires to create an open and inclusive environment where the public can actively participate in Council meetings and share feedback on relevant Town matters. By offering multiple avenues for engagement, the Town of Lunenburg aims to foster transparent communication, meaningful community involvement, and well-informed decision-making processes.

## 2. PURPOSE

The purpose of this policy is to establish clear procedures for presentations, public input, and correspondence at Council meetings.

## 3. SCOPE

This policy applies to all individuals and organizations wishing to participate in or engage with the Town of Lunenburg's Council meetings. This includes, but is not limited to, presentations, public input, correspondence, public hearing submissions, and petitions.

## 4. DEFINITIONS

"Accommodation Request" is a formal request submitted by an individual seeking modifications or adjustments to facilitate their participation in public meetings.

"Input" refers to any comments, questions, or feedback provided by individuals or organizations regarding municipal affairs during Council meetings. This includes verbal contributions during public input sessions, written submissions, and other communication directed toward Council.

"Operational responsibilities of the CAO and staff" refer to the duties and activities that fall within the scope of the day-to-day administration, management, and execution of municipal plans, policies, and programs.

"Presentation" is an organized and formal delivery of information to the Council during a Council or Committee of the Whole meeting

"Public hearing" is a formal meeting held at regular Council meetings, required by law before the second reading and final approval of planning documents or amendments. It serves to Planning Public Participation Program Policy Page 2 of 6 formally present proposed planning documents or amendments to the public and receive feedback before final Council approval.

## **5. PRESENTATIONS AT COUNCIL MEETINGS**

Presentations are made at Council meetings or, when practical, at Committee of the Whole meetings.

A maximum of two presentations may be made at any meeting.

For the purpose of this policy, Council will only hear presentations that fall into one of the following four categories:

- Updating Council on local or regional initiatives, projects, budgets, or operations.
- Raising Council's awareness of community initiatives or projects.
- Highlighting topics of significant public interest or impact on the community that affect the broader community rather than individual concerns.
- Celebrating successes and achievements of local or regional volunteer-based or not-for-profit organizations with a social, cultural, economic, or environmental well-being in their mandate.

Presentations must be respectful and free of personal attacks, defamatory statements, or offensive language.

These presentations will be allotted 15 minutes (10 minutes for the presentation and 5 minutes for questions from Council to the presenter).

Presentations are deemed to be for informational purposes only. Should Council desire to take action based on the content of a presentation, a notice of motion is required.

## **6. PROHIBITED PRESENTATION REQUEST**

The following types of presentation requests will be refused without further consultation:

- Promotion of private businesses, groups, or individuals.
- Subjects that do not fall within the jurisdiction of the Town of Lunenburg.
- Matters that legislatively require a public hearing, matters for which a public hearing has been or will be scheduled, or for which a public hearing has already been held.
- Topics that fall within the operational responsibilities of the CAO and staff.

A presentation request will also be denied if it pertains to a duplicate or identical topic recently presented by another individual or organization.

The CAO will inform the Council of any presentation requests not granted and provide the rationale for the refusal.

## 6.2 Subsequent Presentation Requests

Requests to present again on a specific matter will only be permitted if the information is a new topic or significantly different from what was previously presented. For clarity, "significantly different" means that the new presentation must introduce substantive new information, perspectives, or data not included in the previous presentation. This includes but is not limited to, updated data or research, different focus or scope, new evidence or insights, and changed circumstances.

## 7. PUBLIC INPUT AT COUNCIL MEETINGS

At regular Council meetings, the public can comment and ask questions during the agenda item titled "Public Input and Questions." This will be a standing item on all regular Council agendas.

During this period, the public may address any municipal matter relevant to the Town of Lunenburg, following these general guidelines:

- The topic should pertain to Town affairs, services, or community issues.
- Comments and questions should be respectful and constructive.

The "Public Input and Questions" portion of the meeting will be limited to 20 minutes. Individual members of the public may speak for a maximum of three minutes each.

The public will address their questions and comments directly to the Chair.

### 7.2 Follow-up for Public Input and Questions

When information is readily available and practical to provide, staff and Council will address comments or provide clarifying information during the "Public Input and Questions" section upon Council's.

For any follow-up request, documents or analysis that do not exist or detailed information reports that require significant staff time must be directed to staff by Council.

## 8. CORRESPONDENCE

The public may submit correspondence items for possible inclusion in a Council public agenda package. To be considered, correspondence items must:

- Be addressed to the Mayor and Council.
- Include the sender's full name and contact information.
- Be relevant to an issue within Council's jurisdiction.
- Be respectful and free of personal attacks, defamatory statements, or offensive language.

To facilitate effective communication and ensure that all correspondence is given due consideration, the Town accepts submissions in the following formats:

- **Written Submissions:** This includes letters, emails, and other text-based documents. Written submissions should not exceed two pages in length.
- **Audiovisual Submissions:** This includes videos and voice recordings without video. Audiovisual submissions must not exceed three minutes in length.

All correspondence on the Council agenda will be listed under the item titled "Correspondence for Action or Information." Correspondence aligning with existing Town policies or practices, such as letters of support, proclamations, and flag raisings, will include a recommendation from staff and be classified as correspondence for action. All other correspondence will be classified as correspondence for information.

If a Council member wishes to act on a correspondence item listed for information, they must either propose an amendment to the agenda at the start of the meeting, provided the addition is aligned with Council's meeting procedures and does not contravene the Municipal Government Act, or provide a notice of motion during the designated section of the meeting.

Correspondence related to a public hearing or a matter awaiting a staff report for Council's consideration will be held until that item is scheduled on a Council meeting agenda. At that time, the correspondence will be included as background information and attached to the corresponding agenda item.

Subsequent correspondence from the same author on the same topic will not be included in an agenda package unless it contains significantly new information on the matter.

Anonymous correspondence will not be acknowledged.

Correspondence regarding unsolicited goods and services will not be acknowledged.

Correspondence related to operational matters, including letters of inquiry and/or complaints from the public, will first be directed to the applicable staff for resolution and response. The matter will be escalated to the CAO if it is not resolved. Staff may advise when operational matters should be escalated to Council for consideration of potential policy or by-law amendments.

## **9. PUBLIC HEARING SUBMISSIONS AND PARTICIPATION**

Submissions received for a public hearing will be included in the agenda package for the meeting at which the public hearing is scheduled. Public hearing attendees may sign up to speak in person at the scheduled public hearing meeting or request to participate virtually.

If an audio or visual submission is received, it will be played at the meeting for which the public hearing is scheduled.

Regardless of whether a submission was received or not, public hearing attendees may sign up to speak in person at the scheduled public hearing meeting or request to participate virtually.

Speakers will have five minutes to discuss the item. The number of speakers at a public hearing is unlimited.

## **10. PETITIONS**

Petitions are deemed presented to Council when filed with the Municipal Clerk. A petition to Council must include each petitioner's full name and residential address.

## **11. ACCOMMODATIONS**

The Town will make reasonable accommodations for individuals with disabilities to facilitate their participation in public meetings per relevant regulations and up to the point of undue hardship, which occurs when all reasonable means of accommodation have been exhausted, leaving only options that pose significant financial, operational, or safety burdens on the Town.

## **12. RESPECT AND CONDUCT AT COUNCIL MEETINGS**

All participants in Council meetings, including presenters, individuals speaking during public input opportunities, and members of the public gallery, are expected to conduct themselves respectfully. Shouting, applause, or any form of audience participation that disrupts the proceedings is prohibited.

The Chair has the authority to maintain order during Council meetings. If a presentation or public input does not conform to the guidelines set out in this policy or if a participant behaves disrespectfully, the Chair may interrupt or stop the presentation or input. If the disrespectful behaviour continues, the Chair may request that the speaker or member of the gallery leave the meeting.

## **13. PUBLIC RECORD AND LIVESTREAMING**

All items included in a Council meeting agenda package, including presentations and correspondence, become part of the public record and will be published on the Town's website. The author's name will be made public, but other personal information, such as full street addresses, personal phone numbers, and personal email addresses, will be redacted. However, staff will not edit audio-visual submissions to redact personal information. The person submitting the audio-visual content is responsible for ensuring that it does not contain information they do not wish to be publicly shared.

Council meetings are live-streamed and archived on an online public platform. By participating in the meeting or submitting content, individuals acknowledge and consent to their submissions and participation is included in the public record and the live-stream.

## ADMINISTRATIVE PROCEDURES

### Public Submission Policy

Date approved by the CAO: **TBD**

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#### 1. MAKING A PRESENTATION REQUEST

Presentation requests must be made to the Municipal Clerk in writing. The request must include the following:

- Individual's name or the name of the organization
- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- Provide information on any requests being made by the Town
- Any other relevant background information

Upon receipt of a presentation, the Municipal Clerk will outline the process to the presenter, explaining that presentations are for informational purposes only. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the presenter is informed of any developments.

Based on this policy, the Chief Administrative Officer (CAO) and Municipal Clerk will review presentation requests to determine their suitability for a Council meeting. If approved, the CAO and Municipal Clerk will decide at which Council meeting the presentation will be scheduled.

The CAO may determine that a matter will be addressed through written submissions instead of a live presentation to optimize the Council's time and resources. Written submissions provide a detailed, precise, and documented account of the subject matter, allowing Council members to review the information at their convenience.

#### 1.2 Approved Presentation Requests

Once a presentation request has been approved, all documentation intended for Council must be submitted to the Municipal Clerk at least eight days before the meeting. These documents will be included in the public Council agenda package. Failure to meet this deadline may result in rescheduling the presentation to a later Council meeting.

The preferred method for presentations is in person. However, presenters may request to present virtually. Anyone wishing to present virtually must notify the Municipal Clerk at least 24 hours before the meeting.

### **1.3 Prohibited Presentation Requests**

The Municipal Clerk will notify the requester if a presentation request is refused. The notification will include the reason(s) for the refusal and, if applicable, suggestions for resubmitting the request or other avenues for presenting the information to Council. The CAO will be informed of all refusals and ensure the rationale aligns with this policy.

## **2. REGISTRATION FOR PUBLIC INPUT**

Individuals wishing to speak must register at the start of the Council meeting by filling out the sign-in sheet available at the meeting venue. Registration is on a first-come, first-served basis. Staff may adjust this process when necessary, provided it continues to offer the same opportunity for public input as outlined in this policy.

### **2.1 Follow-up Process for Public Input and Questions**

When members of the public sign up to speak during the "Public Input and Questions" portion of the meeting, on the sign-up sheet, they have the option to request a follow-up from staff in writing regarding any questions posed. If the follow-up request is outside the scope of the report on the Council agenda or requires significant staff time to answer, staff will provide a rationale to the requestor and Council explaining why their request cannot be accommodated.

## **3. SUBMITTING CORRESPONDENCE FOR A COUNCIL AGENDA**

Submissions must be received at least eight business days before the meeting to be included in the agenda. Failure to meet this deadline may result in the submission being added to a later Council agenda.

Upon receipt of incomplete or ambiguous correspondence, the Municipal Clerk will contact the sender to request additional information or clarification. If the sender does not respond or provide the required information, the correspondence will not be included in the Council agenda package and will not be considered for further action. The Municipal Clerk will inform the sender of this outcome.

The Municipal Clerk will confirm with those who have submitted correspondence whether they intend to include their letter in a public agenda package or if they prefer it to be sent directly and solely to Council for information.

Upon receipt of correspondence, the Municipal Clerk will outline the process to the sender, explaining that correspondence is initially considered for informational purposes only unless a request aligns with existing Town legislation or practices. Should any follow-up action be directed by Council, the Municipal Clerk will ensure that the sender is informed of any developments.

### **3.2 Handling of Correspondence Received by Individual Council Members**

All correspondence addressed to any Council member, including the Mayor, will be handled at the recipient's discretion. A copy of the correspondence may be shared with other Councillors for their information.

If a Council member, including the Mayor, receives correspondence directly and wishes to bring it forward for consideration by Council, they must submit the correspondence to the Municipal Clerk to be considered for a future meeting agenda, in accordance with this policy.

### **3.3 Correspondence Received by All Council Members**

When a correspondence item has been sent to all Council members, but staff have not been included, it is the responsibility of Council to forward the correspondence to the Municipal Clerk for staff follow-up or consideration for inclusion in a Council agenda package.

### **3.4 Correspondence Received by the CAO**

If the CAO receives information they deem relevant as correspondence, it may be included in the agenda package.

### **3.5 Anonymous Correspondence**

The CAO will determine whether an investigation is warranted if any anonymous correspondence raises potential safety, liability, or health issues.

### **3.6 Handling of Inappropriate or Disrespectful Content**

Staff reserve the right to withhold or redact any written correspondence, audio recordings, or audio-visual recordings deemed inappropriate or disrespectful. This includes:

- Profane or vulgar language
- Hate speech or discriminatory remarks based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic
- Personal attacks or threats against individuals or groups
- Sexual content or explicit imagery
- Insults or name-calling

The submitter will be notified if their content is withheld or redacted, provided with an explanation, and given an opportunity to revise and resubmit their contribution. A record of all withheld content and the reasons for withholding will be maintained.

#### **4. PUBLIC HEARING SUBMISSIONS AND PARTICIPATION PROCEDURES**

The Municipal Clerk must receive any submissions at least eight days before the meeting. Submissions received after this deadline will be circulated to Council and relevant staff but will not be included in the public record.

Unless otherwise stated in this section, submitting submissions for a public hearing adheres to the rules outlined in the correspondence sections of this policy and procedures.

Anyone wishing to participate virtually in the public hearing must notify the Municipal Clerk at least 24 hours before the meeting.

#### **5. PETITIONS**

To protect personal information, the Municipal Clerk will create a summary of any petitions received, noting their rationale and the number of signatures they received. This summary will be included as correspondence within a Council agenda package.

#### **6. ACCOMMODATION REQUESTS**

Requests for accommodations should be submitted to the Municipal Clerk at least seven days before the meeting to ensure appropriate arrangements can be made. The Town will evaluate these requests in consultation with relevant personnel and may seek documentation as necessary to understand the needs and requirements.

**Subject:** Council Procedural Policy – *Review Request*  
**From:** Kayla Byrne, Municipal Clerk  
**Date:** August 27, 2024 – *COTW*  
Sept. 10, 2024 – *Notice*  
Sept. 24, 2024 – *Decision*



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## Recommendation

**Discussion request:** That the Committee of the Whole review the Council and Committee Meetings and Proceedings Policy and provide guidance on any potential amendments.

**Recommendation:** That Committee of the Whole direct staff to present a revised Council Procedural Policy at a regular Council meeting for possible notice.

## Alternatives

- Defer this item
- Not make any changes to the current policy

## Background

In preparation for the 2024 municipal election, staff request that the outgoing Council review the [Council and Committee Meetings and Proceedings Policy](#). In this COTW discussion, Council members are encouraged to provide feedback on the policy's effectiveness, identify areas that could be clarified, and suggest any potential gaps that should be addressed to help the incoming Council conduct its meetings effectively.

The current policy governs the following areas:

- Meeting dates, times, and locations
- Notice of meetings and additional meetings
- Conduct of meetings
- Motions and voting procedures

Establishing clear rules of order is a vital function of municipal governance. The Municipal Government Act (MGA) empowers councils to create policies regulating their own proceedings. Municipalities typically choose from four options for their Rules of Order: adopting Bourinot's Rules of Order, adopting Robert's Rules of Order, creating their own rules, or using a hybrid of these options. The chosen procedures must align with the MGA's regulations, ensuring that nothing in the procedural policy contradicts the Act.

## Discussion

Alongside Council's feedback, staff have developed several recommendations based on current practices and research into procedural policies:

### 1. GENERAL IMPROVEMENTS FOR CLARITY AND PLAIN LANGUAGE

- **Recommendation:** Staff recommend a comprehensive re-write of the procedural policy to enhance accessibility, plain language usage, and overall clarity.
- **Rationale:** Simplifying the language and formatting will make the policy more user-friendly and easier to interpret for both Council members and the public.

### 2. CLARITY ON SUSPENSION OF RULES

- **Recommendation:** Staff propose adding a clause explicitly stating that Council may temporarily suspend provisions of this policy during a meeting if unanimously agreed upon by the members present, except for provisions mandated by the Municipal Government Act (MGA) or other governing legislation.
- **Rationale:** This clarification will ensure that Council's authority to suspend rules is clearly defined and legally compliant. Council may suspend its procedural rules to address urgent matters, facilitate complex discussions, or handle special circumstances that require flexibility. Common examples include responding to unforeseen issues that arise during a meeting, extending debate on complex topics, or adapting procedures to address exceptional situations. The proposed clause ensures that such suspensions are clearly defined, with compliance to the Municipal Government Act and other governing legislation maintained.
- **Current Policy:** The current policy mentions that Council may suspend rules of procedure but does not clearly explain this authority.

### 3. ORGANIZATIONAL MEETING

- **Recommendation:** Rather than setting the time, date, and location of meetings within the policy, it is recommended that Council hold an organizational meeting annually in the fall. At this meeting, Council can set the calendar for the year, appoint deputy mayors, and assign council members to committees.
- **Rationale:** This approach provides flexibility to adjust the meeting schedule based on member availability, community needs, or unforeseen events, ensuring that the schedule remains relevant and effective.
- **Current Policy:** The policy currently sets the date, time, and place for Council meetings.

#### 4. INAUGURAL MEETING PROCEDURES

- **Recommendation:** Staff recommend establishing formal procedures for an inaugural meeting immediately following a municipal election, where newly elected Councillors and the Mayor take the prescribed oath of office.
- **Rationale:** Including these procedures in the policy ensures a formal and structured transition into a new council term, with clear guidelines for assuming office.
- **Current Policy:** There is no specific mention of inaugural meeting procedures in the current policy.

#### 5. SPECIAL MEETINGS

- **Request for Direction:** Should there be specific parameters on when and why special meetings should be called? Staff suggest that keeping the policy vague, as it is currently written, allows for flexibility in convening special meetings. This flexibility can be beneficial, enabling Council to respond to diverse situations as they arise without being constrained by rigid parameters. However, if more specific guidelines are preferred, it is important to consider how these might affect the ability to address urgent or unexpected issues effectively.
- **Current Policy:** The current policy allows for additional meetings to be convened by resolution, consensus, or in emergencies, but lacks specific guidelines.

#### 6. CLARITY ON COMMITTEE OF THE WHOLE

- **Recommendation:** Formally define the Committee of the Whole in the procedural policy, outlining its roles, responsibilities, and powers.
- **Rationale:** This will prevent confusion and ensure that all Council members understand the structure and authority of the Committee of the Whole.

#### 7. CLARITY ON IN CAMERA (CLOSED SESSION) PROCEDURES

- **Recommendation:** Staff are recommending that the policy include specific clarification on in-camera procedures. This should address whether Council should continue with a "rise and report" immediately following in-camera sessions to make motions, or if this practice should be reserved only for situations where a timeline must be met. When time permits, staff suggest that a public report be included in the agenda for a future regular Council meeting. This approach allows Council to discuss sensitive information in closed sessions while ensuring that, for the benefit of the public, a typical staff report is brought forward in a public session at the following meeting when a motion of Council is

required.

- **Request for Direction:** Should Council continue to return to public session immediately after in-camera discussions to make necessary motions, or should staff be directed to bring back a report at the next public meeting when time permits? Additionally, should the policy clarify that in-camera minutes and agendas do not need to be formally adopted, recognizing that the procedural requirements for in-camera sessions can be less formal than those for regular public Council meetings and agenda packages? While in-camera agendas and notes on discussions are useful, they do not require formal adoption like public meeting minutes and agendas.
- **Current Policy:** The current policy allows for in-camera meetings but lacks detailed guidance on the procedures for reporting, making motions after such sessions, and the overall handling of in-camera matters.

## 8. PUBLIC HEARINGS

- **Recommendation:** Codify the procedures for conducting public hearings, including the requirement to hold hearings for all new by-laws and by-law amendments.
- **Request for Direction:** Should the Town continue to hold public hearings for all new by-laws or amendments? If so, this practice should be captured in the procedural policy. Council is only required to hold public hearings for “planning documents” as defined in the MGA.
- **Current Policy:** The policy does not currently outline procedures for public hearings.

## 9. ADDING ITEMS TO THE AGENDA

- **Recommendation:** Clarify the process for Councillors to add items to the agenda, emphasizing the use of notices of motion and adherence to established deadlines. Staff recommend that Councillors should be able to request the addition of agenda items for discussion, provided these requests meet the prescribed deadline. However, any agenda item requiring a staff report or that is requesting a motion of Council must be presented through a notice of motion, either submitted before the agenda package deadline or introduced during the notice of motion section at a Council meeting. Additionally, staff advise that requests from the public should not be included in this policy. Instead, such requests should be managed under a separate public submission and presentation policy.
- **Request for Direction:** Should parameters be established for instances where Councillors miss the agenda submission deadline? For example, should only urgent or time-sensitive matters be allowed as additions to the agenda at the start of a meeting?

Establishing parameters for when matters can be added to the agenda after the submission deadline, such as only permitting urgent or time-sensitive issues, would enhance the efficiency of Council meetings. By restricting late additions to the agenda, Councillors can be better prepared for discussions as the item was included in the agenda package ahead of the meeting. This approach helps avoid disruptions during the meeting by ensuring that all agenda items are anticipated and adequately prepared for.

- **Current Policy:** The current policy allows Councillors and the public to request the inclusion of agenda items by contacting the Mayor and Clerk five business days before a meeting.

## 10. COUNCIL ADVANCED NOTICE AND AGENDA FINALIZATION AUTHORITY

**Current Policy:** The existing policy states that the Mayor and Clerk collaborate to finalize the agenda; however, it lacks clarity regarding the scope of their authority in this process. Specifically, the policy does not define whether the Mayor and Clerk have the authority to remove an item requested by another Councillor, nor does it outline the rationale under which such a removal might occur.

**Request for Direction:** 1. Should the Mayor and Clerk have the authority to remove an agenda item requested by a Councillor? If so, under what circumstances and with what rationale should this be permitted 2. Should Council have the opportunity to review the finalized agenda 24 hours before it is published on the Town's website? Under current practice, Council receives the agenda package simultaneously with the public. Providing Council with the agenda 24 hours before public release would allow them to review the finalized agenda, ensuring they are prepared to address any questions about agenda items that may arise from the public. Agendas would remain final and unalterable after this review period, but this practice would offer Council the opportunity to be better prepared for public engagement.

## 11. AGENDA PROTOCOLS

- **Recommendation:** Staff recommend more clarity on the sequence of agenda items, such as initial presentations, questions, informal discussion, motions, debates, and voting.
- **Rationale:** This will ensure that meetings proceed in an organized and efficient manner.

## 12. ROLES CLARITY

- **Recommendation:** Staff recommend adding more clarity on the specific roles and conduct expectations of the Mayor, Chair, Deputy Mayor, and individual Councillors. While this section may include guidelines on meeting conduct, most ethical and behavioural expectations should remain within Council's Code of Conduct.
- **Rationale:** Providing clearer definitions of these roles and responsibilities will help

prevent misunderstandings and ensure effective meeting management.

### 13. PECUNIARY OR CONFLICT OF INTEREST

- **Recommendation:** Staff recommend that the procedural policy clearly explain how a Council member should declare a conflict of interest or pecuniary interest and outline the specific steps they must take once a conflict is declared. This includes the requirement for the member to leave the Council table and sit in the public gallery, as well as providing a brief rationale for their conflict.
- **Rationale:** This will help Council members understand what is expected of them and help the public understand what is happening when a conflict is declared.

### 14. MOTIONS AND AMENDMENTS

- **Recommendation:** Simplify and clarify the rules regarding motions and amendments and the processes for handling changes to previously approved motions, including reconsideration, rescinding, and amending a previously adopted motion.
- **Rationale:** Providing clearer guidelines will help facilitate smoother decision-making and streamline meeting processes. This clarity will ensure that Council members fully understand the tools at their disposal, allowing them to navigate procedural matters more effectively and make more informed decisions during meetings.

### 15. SECONDING A MOTION

- **Recommendation:** Consider removing the requirement for motions to be seconded.
- **Rationale:** The requirement for a motion to be seconded is not a legislative necessity but rather a procedural tradition observed in some levels of government. At these levels, requiring a seconder ensures that a motion has at least minimal support before it is debated. However, in a municipal council setting, this requirement can inadvertently discourage Councillors from putting forward ideas or proposals out of concern that their motion might not receive a second and, therefore, "die on the floor" without discussion. By eliminating the need for a seconder, Council can foster a more open and inclusive environment where all ideas can be considered without fearing immediate dismissal. Additionally, removing the requirement for a seconder can streamline administrative processes, such as minute-taking, making meetings more efficient and allowing for smoother deliberation and decision-making.
- **Current Policy:** The current policy requires motions to be seconded.

## 16. MAYOR'S AUTHORITY TO MAKE A MOTION

- **Recommendation:** Allow the Mayor to make a motion, provided they relinquish the chair to the Deputy Mayor or another Councillor while doing so.
- **Rationale:** This balances the Mayor's role in participating in discussions with their duty to preside impartially over the meeting.
- **Current Policy:** The current practice is that the Mayor cannot make a motion. However, this is not written in policy and is not a requirement of the MGA.

## 17. CLARITY ON POINTS OF PRIVILEGE

- **Recommendation:** Simplify the provisions for handling questions of privilege, parliamentary inquiries, and requests for information.
- **Rationale:** Streamlining these rules will reduce unnecessary procedural complexity and align practices with those of other municipalities.

### Relevant Legislation

Municipal Government Act

### Financial

There is no additional cost to approve or implement this policy.

### Communications

If approved, this policy will be published on the Town's website.

### Attachments

Current Council and Committee Meetings and Proceedings Policy

## #96. TOWN OF LUNENBURG PROCEDURAL POLICY

### COUNCIL AND COMMITTEE MEETINGS AND PROCEEDINGS

#### PURPOSE

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act ("MGA") with such amendments as may be made from time to time. This Policy also applies to Town Committee meetings with the relevant changes in wording.

#### DEFINITIONS

2. In this Policy, unless the context otherwise requires:
  - (1) "**business day**" means a day when the Town Hall office is open for business;
  - (2) "**Chair**" means the presiding officer of the Council or Committee;
  - (3) "**Committee**" means a group of individuals appointed by the Lunenburg Town Council to serve on a body that makes recommendations by majority vote to Council. This includes sub-committees and advisory groups;
  - (4) "**Council**" means the governing Council of the Town of Lunenburg;
  - (5) "**Councillor**" includes the Mayor and all elected Councillors unless the context indicates otherwise;
  - (6) "**Legislation**" includes Policies, Bylaws and other relevant Municipal, Provincial and Federal laws or approved documents recognized by Council.
  - (7) "**Majority**" means more than one half of those present, unless the context indicates otherwise; and
  - (8) "**Motion**" a formal proposal put to a Council or Committee by a mover and seconder decided by majority vote of Council or a Committee.

#### PROCEDURE

##### Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held:
  - (1) at the Lunenburg Town Hall, or conducted by electronic means in accordance with section 19A of the Municipal Government Act [also applicable for meetings of committees];

(2) on the second and fourth Tuesday of every month except in the months of July, August and December when there is only one monthly meeting which shall be on the second Tuesday of those months unless notice is otherwise given;

(3) commencing at 6:00 p.m.; and

(4) a Council member may participate in a Council meeting through electronic means in accordance with section 19A of the Municipal Government Act [also applicable for members of committees].

4. Regular meetings of Council may be rescheduled, relocated or cancelled:

(1) by motion or consensus of Council; or

(2) by the Clerk on behalf of the Mayor owing to unforeseen circumstances, provided the Mayor believes that the majority of Councillors would support such a step.

5. **Additional meetings** of Council may be convened in accordance with the MGA:

(1) by resolution or consensus of Council with advance notice being given;

(2) if the Mayor determines there is an emergency necessitating a meeting with such notice as is possible under the circumstances; or

(3) by the Clerk when required to do so by the Mayor or upon written request signed by a majority of Councillors.

6. Specific **notice** to Councillors need not be provided for:

(1) regular Council meetings held pursuant to section 3; or

(2) meetings held pursuant to subsection (1) of section 4 or subsection (1) of section 5 if the date was set at a Council meeting three or more days in advance;

but, subject to any statutory relaxation of notice requirements, two days' notice shall ordinarily be provided for other meetings to Councillors in the manner described in sections 7 and 8.

7. Subject to section 6, notice of meetings shall be provided verbally in person or by telephone or telephone message or by writing or by email to each Councillor. A Councillor may waive any deficiency in the notice provided to him or her for a Council meeting which he or she attends, and shall be deemed to waive any deficiency in notice to him or her for such meetings unless expressly objecting to the adequacy of the notice at such meeting.

8. Within thirty days following the first meeting of Council after a municipal election or by-election, each elected Councillor shall provide to the Clerk:

(1) a telephone number at which the Councillor ordinarily may be reached, with voice

messaging capability with adequate capacity at all times to receive messages of one minute in length regarding Council meetings and Town business, and which the Councillor will regularly check for Town messages; and

- (2) shall sign any documents required by the Clerk to use an email address on the Town's email system which the Councillor will regularly check.

The Councillor shall be deemed to have received any notice within one business day of it being distributed pursuant to this section.

9. Notice to the public is not required for regular meetings held under section 3, but subject to any statutory relaxation of notice requirements, two days' notice to the public should be provided for other Council meetings, except meetings considered to be urgent or emergencies, by the following options: posting at the Lunenburg Town Hall; social media; internet; print advertisement; signage; or such other means as determined by Council from time to time noting the time, date and place of the meeting.

### **Conduct of Meetings: General**

10. The Mayor shall serve as the Chair of Council meetings. For Committee meetings, the Chair shall be determined in advance by Council when Committee appointments are made. It shall be the duty of the Chair or alternate as set out herein to:

- (1) open the meeting of Council by taking the chair and calling the Councillors to order if a **quorum** is present;
- (2) declare a meeting dissolved if no quorum has been achieved within fifteen minutes of the scheduled meeting time;
- (3) if the Mayor does not attend within fifteen minutes after the time appointed, the **Deputy Mayor** shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor;
- (4) in case neither the Mayor nor the Deputy Mayor (or Committee Chair as applicable) is in attendance within fifteen minutes of the appointed time, the Clerk shall call the Councillors (or Committee members as applicable) to order if a quorum be present, and the Councillors shall choose a Chair who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor;
- (5) if there is no quorum present within fifteen minutes after the time appointed for the meeting or a quorum is lost during a meeting, the Clerk shall take down the names of the Councillors then present and the Council meeting shall stand adjourned until the next regular Council meeting;
- (6) determine whether a quorum can still be achieved to conduct Council business if an interest is declared by a Council member(s) with reference to the **Municipal Conflict of Interest Act**;
- (7) receive and submit to Council **motions** properly presented by a Councillor;

- (8) put to a **vote** a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
  - (9) preside over Councillors, when engaged in debate, within the rules of conduct of debate;
  - (10) enforce on all occasions, the observance of order and decorum, except with concurrence of Council to relax the rules;
  - (11) call by name any Councillor persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
  - (12) inform the Council when necessary, or when referred to, on a point of order;
  - (13) permit the Chief Administrative Officer to speak on any point upon request pursuant to the MGA;
  - (14) permit relevant questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any Council debate; and
  - (15) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent. Meetings should not exceed a maximum duration of three hours or 10:00 p.m. whichever occurs first,
  - (16) at which time they will be adjourned until the next meeting of Council.
11. At Council meetings, unless a majority consents to a different order for that meeting, **Council shall conduct business in the following order:**
- (1) call to order;
  - (2) acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People;
  - (3) approval of agenda, including additions or deletions;
  - (4) approval of minutes from the previous meeting;
  - (5) public hearings, presentations and questions;
  - (6) consideration of correspondence, petitions and proclamations;
  - (7) business arising from the minutes;
  - (8) consideration of committee recommendations, minutes, reports and notices of motions;
  - (9) new business;

(10) in camera business;

(11) in camera notices of motion and recommendations; and

(12) adjournment.

12. Five business days before a Council meeting, a Councillor or member of the public may request of the Mayor and Clerk to **add a Council agenda** item with relevant and sufficient particulars and supporting documentation which the Mayor shall in consultation with the Clerk determine to which Council or Committee meeting the agenda the item shall be added at the upcoming or a subsequent meeting(s).

13. (1) Alternatively, a Councillor may give **notice of motion to add an agenda item** at a Council meeting which shall be:

a. be in writing;

b. include the name of the mover;

c. be received by the Clerk at a regular meeting of the Council; and

d. be printed in full in the agenda for the next regular meeting and each successive meeting of the Council until considered or otherwise disposed of.

(2) When a Councillor's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be removed from the agenda unless the Council otherwise decides.

(3) The mover may withdraw a notice of motion at any time prior to the commencement of debate thereon.

(4) Council may waive notice of motion on a two-thirds vote of the Council members present and voting except for Policy and Bylaw matters.

(5) A point of order or personal privilege may be introduced without written notice and without leave.

(6) The following motions may be introduced without notice and without leave:

a. a motion to adjourn;

b. a motion to call for the question;

c. a motion to refer;

d. a motion to table or to defer to a day certain;

e. an amendment to a motion;

- f. a motion to suspend a rule of procedure;
  - g. a motion to convene in camera; or
  - h. any other procedural motion.
14. The Mayor and Clerk shall confer on the Council **agenda content and format** before it is circulated a minimum two business days before the meeting if possible. The agenda will be accompanied with an **agenda package** containing meeting materials in the agenda sequence.
15. The Chair shall decide all questions of order or procedure subject to an **appeal** to the Council.
16. Every Councillor, prior to **speaking on any question or motion**, shall raise a hand and wait to be recognized by the Chair. When two or more Councillors raise their hands to speak, the Chair shall designate the Councillor who has the floor who, in the opinion of the Chair, first raised their hand.
17. No Councillor shall speak more than ten minutes upon any matter at one time, without the leave of the Chair.
18. During a meeting Council may **recess** for short periods or move to another place, without ending the meeting.
19. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the **minutes** of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
20. The minutes shall be kept by the Clerk and shall:
- (1) record the time when any Councillor joins or leaves a meeting which is in progress;
  - (2) contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders except Committee meetings, and shall record the outcome of each vote; and
  - (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents, which may be attached in full to the minutes as determined relevant by the Clerk.

### **Conduct of Meetings: Motions and Voting**

21. The Chair shall state every **question** properly presented to Council if no Councillor offers to speak, the Chair shall put the question, after which no Councillor shall be permitted to speak upon it.

22. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Councillor, before or after a voice vote can call for, and obtain through the Chair, a show of hands.

23. The Mayor and every Councillor who is present when a motion is put, shall vote thereon unless the Councillor has declared an interest in the motion. A failure to expressly signal a "yea" or "nay" or raise one's hand shall be deemed to be a "nay" vote. A tie vote results in the motion being defeated.

24. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing, repeated, displayed or read aloud by the Clerk before it is debated or voted on.

25. After reading of a motion by the Chair or Clerk, it shall be open for discussion. The motion is deemed to be in the possession of Council at this time.

26. A motion which has been seconded and stated by the Chair may at any time before the Council has voted on it be **withdrawn** by the mover with the unanimous consent of Council.

27. When any question is before the Council, the only motions in order shall be:

(1) a motion to amend the original motion;

(2) a motion to refer the question, including the motion and amendment if one is moved, to any Committee;

(3) a motion to defer the consideration of the question either indefinitely or to a specified time;

(4) a motion to close the debate at a specified time; and

(5) a motion that the question be put to a vote.

28. A motion

(1) that the debate be closed at a specified time; or

(2) that the question be put to a vote,

shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not be in order until every Councillor who has not spoken on the question and claims a right to speak has been heard.

29. When the question before Council contains two or more distinct propositions upon request of any Councillor a vote upon each proposition may be taken separately in such order as determined by the Chair.

30. After a question is finally put by the Chair, no Councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
31. Whenever the Chair is of the opinion that a motion is out of order, or contrary to legislation, the Chair shall immediately advise the Councillors thereof. If there is no appeal to Council, or if the Chair is sustained on an appeal, the question shall not be put.
32. A motion to adjourn shall always be in order except in the following cases:
- (1) when a Councillor is in possession of the floor;
  - (2) when the "yeas" and "nays" are being called for a vote;
  - (3) while Councillors are voting; or
  - (4) when the adjournment was the last preceding motion.
33. The following questions shall be decided without debate:
- (1) all motions as to priority of business or as to the suspension of the order of the day;
  - (2) a motion to allow any person other than Councillors to address Council;
  - (3) a motion to postpone to a specified time or day;
  - (4) a motion to lay on the table (suspend consideration of a pending motion); and
  - (5) a motion to adjourn.
34. Only one **amendment** to the main motion may be pending at one time. As each amendment is voted on, subsequent amendments may be offered and voted on in succession.
35. (1) A motion to rescind shall not be made at the same meeting when the matter is decided, but may be put once at any subsequent meeting by giving prior notice of motion to rescind if the action or direction of Council has not already been completed.
- (2) A motion to rescind may be put by any Councillor regardless of how they voted on the original matter.
  - (3) At a subsequent meeting of Council, the giver of such notice, or in that Councillor's absence any other Councillor on the Councillor's behalf, may put forward the motion of rescission.
  - (4) A motion to rescind must be seconded.
  - (5) A motion to rescind is debatable as to the merits of the question which is proposed to be rescinded.
  - (6) A motion to rescind is amendable.

- (7) A motion to rescind shall be passed by a majority of the Councillors present and voting.
36. After any question or motion has been decided, either in the affirmative or negative, a Councillor who voted on the prevailing side may, after the decision has been announced by the Chair, but before adjournment of the meeting, give notice of an intention to move **reconsideration** of the motion approved at the same or next Council meeting. The giving of such a notice operates as a stay or suspension of Council's decision, except in matters where there is great time sensitivity. Council then vote on whether the motion will be reconsidered at the current or next meeting. If the motion to reconsider is adopted, Council will reconsider and then re-vote on the original motion, possibly with a different outcome.
37. The following matters are not eligible for reconsideration:
- (1) a motion approving the first or second reading of a By-Law enactment, amendment or repeal;
  - (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;
  - (3) a matter that has already been reconsidered; and
  - (4) a vote to reconsider.
38. Any **notice of motion** given by a Councillor for a subsequent meeting may, in the absence of the Councillor giving such notice, be taken up by any other Councillor.
39. All motions called in pursuance of the general order of the day and not disposed of shall be proceeded with and disposed of at the next meeting of Council.

#### **Conduct of Meetings: Points of Order**

40. It shall be the duty of the Chair, and the privilege of any Councillor, to call any Councillor to order, who violates any established rule or order. A point of order must be decided by the Chair before the subject under consideration is proceeded with.
41. When a Councillor is called to order, the Councillor shall remain silent until the point is determined or called upon by the Chair to be heard on the point of order.
42. A point of order is not debatable amongst other Councillors, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Councillor shall speak more than once without the leave of the Chair.
43. Decisions of the Chair on points of order, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Councillor. When an appeal is made from the decision of the Chair, the Chair may briefly explain the basis for their ruling and shall then ask Council whether the appeal should be allowed and Council's decision with reasons given shall be final.
44. No Councillor shall use offensive or unparliamentarily language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

45. If a Councillor resists the rules of Council, obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise

disrupts the proceedings of Council, the Councillor may be ordered by the Chair to leave the Councillor's seat provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings.

46. If the Councillor refuses to leave the Councillor's seat, the Chair may order the Councillor to be expelled from the Council Chambers. Such Councillor may, by vote of Council be permitted to resume their seat with or without conditions.

47. Persons who are not Councillors, officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak by Council. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled from the Council Chambers, provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings. Such member of the public may, by vote of Council be permitted to re-enter Council Chambers with or without conditions.

48. An order of the Chair to expel a person from the Council Chambers pursuant to this part of the Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

#### **Conduct of Meetings: Questions of Privilege, Parliamentary Inquiries, and Requests for Information**

49. Any Councillor may raise a **question of privilege** relating to the rights of the Council as a whole or of individual Councillors, in which the former take precedence over the latter. A question of privilege must be disposed of before the matter under consideration is proceeded with.

50. Questions of privilege may relate to matters including: the comfort of Councillors with respect to heating, ventilation, lighting, noise, other disturbances, and anything which otherwise encumbers their ability to participate fully in Council proceedings; the conduct of officers, employees, and visitors; the accuracy of published reports of proceedings; or to any other such matters that may infringe upon the established rights of Council as a whole or of individual Councillors.

51. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will rule on whether the matter is a question of privilege to be immediately disposed of. Decisions of the Chair on questions of privilege are not debatable but are appealable to Council by any Councillor.

52. If the Chair rules in favour of a question of privilege or Council overrules a negative ruling by the Chair then the infringement will be dealt with or the motion regarding the question put

before the Council for debate.

53. Once a question of privilege has been disposed of, the normal business of the Council shall be resumed at the point at which it was interrupted.

54. Any Councillor may make a parliamentary inquiry to the Chair to obtain information on a matter of parliamentary procedure or of the applicable legislation and motions bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist the Councillor to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.

55. Any Councillor may make a request for information either to the Chair or through the Chair to another Councillor, employee, or other relevant person to obtain information relevant to the business at hand but not related to parliamentary procedure.

56. Any of the rules of order may be suspended in its operation by the unanimous consent of the Councillors present.

57. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided by the Chair in accordance with the latest available version of Roberts Rules of Order.

58. Policy #88 Council Meeting Policy is hereby repealed.

Clerk' Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider an Amendment:  
March 22, 2022

Date of Passage of Policy Amendment: April 12, 2022

I certify that this Policy was adopted by Council as indicated above

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

April 21/22  
\_\_\_\_\_  
Date