

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.6.18
Section Procedure & Organization of Council	Subject Climate Change Action Plan Review Committee Policy	

GENERAL

1. This policy is entitled “*Climate Change Action Plan Review Advisory Committee Policy.*”

AUTHORITY FOR POLICY

2. Sections 22, 23, 24, 25, and 26 *Municipal Government Act*, as amended

DEFINITIONS

3. Terms used in this policy shall have the same meanings as in the *Municipal Government Act*.

TERM OF APPOINTMENT

4. Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in November following each municipal general election or bi-annual election anniversary.

PROVISIONS

5. Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications in *AM-1.3.4 Citizen Appointments to Committees Policy*.
6. Municipal council may replace at any time committee members who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties per *AM-1.3.4 Citizen Appointments to Committees Policy*.
7. Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee.
8. If municipal council does not appoint a chair, the committee shall elect a chair from one of its members.
9. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context.
10. Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or their designate may appoint an employee of the county to serve as secretary.

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11. If the Chief Administrative Officer or their designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.
12. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy.
13. All meeting minutes shall be available upon request to the public.
14. The committee shall meet at such time and place:
 - (1) agreed upon at a preceding meeting; or
 - (2) municipal council may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance; or
 - (3) the committee's secretary may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance.
15. Notice shall be provided to the public by posting the time, date and place on the bulletin board at the Administration Office and on the county's website.
16. Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) the county's meeting spaces and supplies for meetings;
 - (2) such other resources as may reasonably be required by arrangement through the CAO.
17. In accordance with Section 22 (2) of the *Municipal Government Act*, the committee may meet in closed session (in camera) to discuss matters relating to:
 - acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.
18. No decision shall be made in closed session except a decision concerning procedural matters.

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19. A quorum of the committee shall be a majority (more than half) of the members currently appointed by municipal council.
20. A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be qualified to serve as a member (Subsection 25(1), MGA).
21. The chair shall ensure that the Municipal Clerk is apprised immediately of any circumstances which create a vacancy on the committee.
22. A committee may make recommendations to municipal council regarding the allocation or expenditure of funds. (Sub-section 23 (c) MGA).
23. The rules of procedure, conduct and debate in *AM-1.2.0 Council Meetings and Proceedings Policy* apply at committee meetings with any necessary modifications for context.
24. In the event the committee fails to provide a report or recommendation within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee’s mandate without awaiting the committee report or recommendation.

TERMS OF REFERENCE

25. The Climate Change Action Plan Review Committee is established pursuant to Section 24 of the Municipal Government Act.
26. The committee shall exist as an advisory committee and may be reorganized or dissolved as municipal council deems appropriate.
27. The committee shall review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan.
28. The committee shall be comprised of council and citizen members as follows:
 - (1) not more than three (3) council members and not more than three (3) citizen members.
 - (2) citizen members shall be persons who presently reside or own property in the County of Annapolis.
 - (3) A citizen member who ceases to reside in, or own property in, the County of Annapolis ceases to be qualified to serve as a citizen member of the Advisory Committee.

Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice **June 13, 2023**

Council Approval **June 20, 2023**

Carolyn Young **June 21, 2023**

Municipal Clerk Date

At Annapolis Royal Nova Scotia