

<p style="text-align: center;">MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p style="text-align: center;">POLICY 119</p>
<p style="text-align: center;">ADMINISTRATION</p>	<p style="text-align: center;">Inaugural Council Meeting</p>

1. GENERAL

This policy is referred to as the “**First Council Meeting Policy**”.

2. AUTHORITY FOR POLICY

Section 12 of the *Municipal Government Act* states that:

- (1) The warden of a county or district municipality shall be chosen by the council members from among themselves.
- (2) The term of office of the warden expires when the term of office of the council expires, unless prior to the selection of a warden, the council adopts a shorter term of office for the warden.
- (3) The warden shall be chosen (a) at the first meeting of the council in a regular election year after the time for applying for a recount has expired; or (b) at the first meeting of the council after the expiration of the term of a warden or when the office of warden otherwise becomes vacant.
- (4) The clerk shall preside at the meeting of the council at which the warden is to be elected, until the warden is elected.

3. DEFINITIONS

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

4. INAUGURAL MEETING DATE

After the official vote count is completed on the Tuesday after each regular election, the Municipal Clerk shall call a meeting of the new Council within 24 hours to discuss a date and details for the required swearing-in ceremony. The new council-elect members shall unanimously agree on a swearing-in date, time, and location; the date of which shall be as close to immediately after the 10-day appeal period as possible.

If any council seat is the subject of a formal recount appeal, then the Council-elect shall continue to hold the regular swearing-in ceremony on the date specified, but the council-elect member that is the subject of the appeal shall not be included. The swearing-in for the elected person in the appeal district shall take place at the next scheduled Council meeting after the decision regarding the appeal is finalized.

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5. SWEARING-IN CEREMONY

Prior to the formal swearing-in ceremony at a Special Council meeting for new council members, a ceremony shall take place to thank outgoing council members. At the beginning of the pre-swearing-in event, the outgoing Warden, if not re-offering for Council, shall be afforded the opportunity to speak and provide remarks to the new council members if they wish to do so. Following this ceremony, the outgoing Warden shall hand the floor over to the Municipal Clerk who shall call the first meeting of the new Council to order and begin the process of swearing in each member of Council by order of District Number.

Should council-elect wish, they may request that the swearing-in of council members take place by a judge of the Supreme Court of Nova Scotia, or another authorized person. If no such person is designated, then the swearing-in shall take place by the Municipal Clerk.

Each member of council-elect shall be required to take the oath of office as prepared by the Municipal Clerk in a prescribed form.

6. ELECTIONS

Immediately after the swearing-in of all council-elect members, the Municipal Clerk shall call for nominations for the Office of Warden, followed by the Office of Deputy Warden. At the conclusion of these two elections, the Municipal Clerk shall turn the meeting over to the Warden to Chair the remainder of the meeting.

All voting for the Office of Warden and Deputy Warden shall be by secret ballot.

After the Warden and Deputy Warden are elected, the council shall appoint four (4) members of Council to form the inaugural Nominating Committee, including the Warden. This Committee shall be chaired by the Warden. The Nominating Committee shall bring forward a list of committee appointment recommendations at the first Committee of the Whole meeting of the new Council.

7. TERM

The term of office for the position of Warden and Deputy Warden shall be two years; and council members may be re-elected to the same position.

8. REPEAL

Policy AM-1.2.3 Warden and Deputy Warden Policy, adopted by Municipal Council of the County of Annapolis on April 18, 2023, is hereby repealed.

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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 **May , 2024**

Council Approval **May 21, 2024**

Carolyn Young

May 22, 2024

Municipal Clerk

Date

At Annapolis Royal Nova Scotia