

COUNCIL POLICIES & PROCEDURES

SECTION B

POLICIES ON COMMITTEES OF COUNCIL

SUBJECT: Committees of Council

POLICY NUMBER: B-13

APPROVAL DATE: December 9, 2009

AMENDED: May 20, 2020

PREAMBLE: The Municipality of the District of Guysborough has established a committee system to aid the process of governance. The primary functions of a committee are:

- Development of bylaw and policy alternatives and their implications including advantages and disadvantages, cost implications, process, etc., and;
- Consideration, development and reporting on the need and demand for services, by-laws and policies within and for the Municipality.

TERMS:

1. This policy is titled “Committees of Council Policy” and applies to all committees established by Council, where all of the voting members are Council members.
2. Any power conferred by this Policy upon an employee of the Municipality to authorize expenditures shall be exercised in a manner consistent with the Bylaws and Policies of the Municipality.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
 - a. The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as Council the CAO, the Committee Chair or a quorum of Committee members may set by providing notice of meeting to all Committee members at least 3 days in advance. The date, time and location of Committee meetings may be posted by the Municipal Clerk at the Municipal Building.

- b. Subject to any resolution of Council, the resources which may be utilized by the Committee include:
 - Advice and support of the CAO;
 - Use of the Municipality's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the CAO;
 - Use of external services reasonably necessary to discharge the Committee's mandate, through the CAO;
 - Such other resources as may reasonably be required, through the CAO.
- c. All meetings minutes and records of the Committee, once approved, shall be open to the public except as expressly authorized by law.
- d. Meetings of Committee's shall be open to the public, unless the Committee moves into a closed session in accordance with Section 22 of the Municipal Government Act.
- e. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Municipality's Bylaws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
- f. Subject to Section 4(g) below, a quorum of the Committee shall be the same as that which applies to Council pursuant to, the Municipal Government Act and the Municipal Conflict of Interest Act, with any necessary changes for context.
- g. Notwithstanding Section 4(f), due to the broad representation from various agencies and due to the large number of voting members, the Emergency Management Office Planning Committee will be permitted to conduct official business at regularly scheduled meetings with a minimum quorum of five (5) voting members.
- h. Committee members may prepare and submit a minority report or recommendation to Council if they do not concur in a report or recommendation of the majority.
- i. In the event the Committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee report or recommendation.

Provisions regarding Committee of the Whole (COW)

1. Council hereby establishes the Committee of the Whole as a standing Committee of Council.
2. The mandate of the Committee of the Whole is as follows:
 - a. To discuss, consider, advise and make recommendations to Council concerning the affairs of the Municipality that may come before Council, in advance of Council making decisions or taking action on such matters, except where the Warden or CAO determines that

consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations unless otherwise determined by the Warden or CAO:

- reports and recommendations from other committees of Council;
 - planning matters;
 - first or second reading of Bylaw enactments, amendments or repeals; and,
 - matters which are the subject of a statutory hearing by Council.
- b. To take action on such matters as are lawfully delegated to it by the Municipality's Bylaws and Policies.
 - c. To take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.
3. The Chair of the Committee of the Whole is the Warden.
 4. The Committee of the Whole consists of all Council Members and membership on the Committee automatically extends to Council Members without the necessity or formal appointment by Council and automatically terminates upon the termination of a person's status as a Council Member.
 5. Unless otherwise specified, regular meetings of Committee of the Whole shall be held:
 - a. at the Council Chambers of the Municipality of the District of Guysborough Administration Building;
 - b. on the first Wednesday of every month except that there shall be no regular meetings during the month of August; and,
 - c. commencing at 4:30 pm unless otherwise stated.
 6. Regular meetings of Committee of the Whole may be rescheduled, relocated or cancelled and additional or special meetings convened, in the same manner and with the same notice as applies to meetings of Council, with any necessary changes for the context.

Provisions regarding the Audit Committee

1. Council hereby establishes the Audit Committee as a standing Committee of Council.
2. The Audit Committee consists of all Council Members and automatically terminates upon the termination of a person's status as a Council Member. The Audit Committee must also consist of one citizen representative (non-council member and non-employee of the Municipality) who shall be paid an honorarium of \$500.00 per year. This citizen representative position must be advertised in a newspaper circulating in the Municipality of the District of Guysborough and shall meet qualifications based upon the Terms of Reference for the Audit Committee.
3. The Chair of the Audit Committee is the Warden.

4. The mandate of the Audit Committee is to carry out the duties assigned to it in Section 44 of the Municipal Government Act.
5. The Audit Committee shall meet at least two times per fiscal year, once upon completion of the Audit and once midway through the fiscal year (in or around the month of November) for the purposes of a mid-year update.

Provisions regarding Citizen Advisory Committees

1. Council, by resolution may establish or abolish other standing committees from time to time.
2. Committees established by Council will have a terms of reference, which include the mandate of the committee, powers, membership, voting rights and other matters that are deemed appropriate by Council.
3. The Committee shall elect a Chairperson from one of its members. The Chair shall be entitled to speak and to vote on any motions. Subject to the other provisions of this Policy, the Chair shall have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Municipality's Bylaws or Policies, with any necessary modifications for context.
4. Citizen representatives (non-council members) on the Committee shall be paid an honorarium as well as mileage and meals where applicable at a rate that is in effect at the time of the meeting or at a rate as otherwise determined by Council.
5. The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Chair or a quorum of Committee members may set by sending a notice of meeting to all Committee members at least 7 days in advance.
6. The Committee shall not utilize external services or otherwise commit the Municipality to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by the Committee.

Warden Vernon Pitts

Chief Administrative Officer
Barry Carroll

Date