

## COUNCIL POLICIES AND PROCEDURES

### SECTION - B

#### POLICY ON COMMITTEES OF COUNCIL

**SUBJECT:** Policy on Citizen Advisory Committees Number B-12

**APPROVAL DATE:** July 14, 2004

**AMENDED:** December 14, 2011

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

- development of by-law 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 entitled “Citizen Advisory Committees Policy” and applies to Advisory Committees which include members who are not Council Members.
2. Any power conferred by this Policy upon an employee of the Municipality of the District of Guysborough to authorize expenditures shall be exercised in a manner consistent with the By-laws and Policies of the Municipality of the District of Guysborough.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this Policy:
  - a. The provisions of Section 4 of the Policy on Committees of Council shall apply except to the extent otherwise specified in this Policy.
  - b. The 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.

- c. 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 Secretary, the Chair or a quorum of Committee members may set by mailing a notice of meeting to all Committee members at least 7 days in advance.
  - d. The Committee shall not utilize external services or otherwise commit the Municipality of the District of Guysborough 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.
5. Council, by resolution, may establish or abolish other standing committees from time to time.
  6. Committees established by Council will have terms of reference, which include the mandate of the committee, powers, membership, voting rights, and other matters that are deemed appropriate by Council.