

# COUNCIL POLICIES AND PROCEDURES

## SECTION - B

### POLICY ON COMMITTEES OF COUNCIL

**SUBJECT:** Policy on Committees of Council Number B - 13

**APPROVAL DATE:** April 12, 2000

**AMENDED:** December 9, 2009

**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 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 "Policy on Committees of Council" and applies to committees in respect of which 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 By-Laws 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. Except as otherwise provided in this policy, the Committee shall elect a Chairman from one of its members. 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 powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Municipality's By-Laws or Policies, with any necessary modifications for context.
- b. Except to the extent that the Secretary is otherwise determined by By-Law or Policy of Council, the Chief Administrative Officer may appoint an employee of the Municipality to serve as Secretary, with a voice but no vote. The Secretary shall keep minutes of the Committee meetings.
- c. The Committee shall meet at such time and place which it sets a preceding meeting or at such other time and place as Council, the CAO, the Committee's 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 shall be posted by the Secretary at the Municipal Building.
- d. Subject to any resolution of Council, the resources which may be utilized by the Committee include:
  - i. advice and support of the Chief Administrative Officer;
  - ii. use of the Municipality of the District of Guysborough's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Chief Administrative Officer.
  - iii. use of external services reasonably necessary to discharge the Committee's mandate, through the Chief Administrative Officer;
  - iv. such other resources as may reasonably be required, through the Chief Administrative Officer.
- e. All meetings minutes, and records of the Committee shall be open to the public except as expressly authorized by law.

- f. A quorum of the Committee shall be the same as that which applies to Council pursuant to provincial legislation, with any necessary changes for context.
  - (i.) Notwithstanding Section 4 (f), due to the broad representation from various agencies and due to the larger 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.
- g. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Municipality of the District of Guysborough By-Laws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
- 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 the Committee of the Whole**

- 5. Council hereby establishes the Committee of the Whole as a standing Committee of Council.
- 6. The mandate of the Committee of the Whole is:
  - a. to discuss, consider, advise and make recommendations to Council concerning the affairs of the Municipality of the District of Guysborough 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.

- ii. reports and recommendations from other committees of Council;
  - iii. planning matters;
  - iv. first or second reading of By-Law enactments, amendments or repeals; and
  - v. 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 of the District of Guysborough's By-Laws and Policies, or by Council resolution including, but not restricted to eg. hearing appeals from the exercise of licensing and permitting powers by staff, undertaking hearings and making decisions pursuant to unsightly or dangerous premises, receiving submissions or presentations from members of the public.
  - c. to take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.
7. The Chair of the Committee is the Warden.
8. 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 Council Member.
9. Unless otherwise specified pursuant to section [11], 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 and third Wednesday of every month except that there shall be no regular meeting during the month of August.
  - c. commencing at 7:00 P.M.
10. 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 to Council Members and the public as applies to meetings of Council, with any necessary changes for the context.

11. Allocation of discussion items for Committee of the Whole shall generally follow the guidelines identified below except where the Warden or CAO determine otherwise.

### **Provisions Regarding the Nominating Committee**

12. Council hereby establishes the Nominating Committee as a standing committee of Council.
13. At the first meeting of Council following a municipal general election, Council shall appoint the Warden and two additional Council Members to serve as members of the Nominating Committee and the membership of the Committee may be reviewed by Council at any time, but, except to the extent of any changes made by Council or by resignation, membership shall continue until the next municipal general election.
14. The mandate of the Nominating Committee is:
  - a. to discuss, consider, advise and make recommendations to Council concerning the nomination of persons to various committees, boards, and commissions to which Council appoints or may appoint members, in advance of Council making decisions or taking action on such matters, except where Council determines that consideration by the Committee is unnecessary or inadvisable.
15. Council may, by resolution accept, reject, or vary a report of the Nominating Committee in whole or in part.

### **Provisions Regarding the Audit Committee**

16. Council hereby establishes the Audit Committee as a standing committee of Council.
17. The Audit Committee consists of the Warden and two additional Council Members appointed by Council and the membership of the Committee maybe reviewed by Council at any time, but except to the extent of any changes made by Council or by resignation, membership shall continue until the next municipal general election.

18. The mandate of the Audit Committee is as specified by legislation.

Committee of the Whole: Meeting Allocation of Discussion Items

First Wednesday of the Month

- Development
- Building inspection
- EMO
- Land Acquisition/Disposal
- Sewer
- Sidewalks
- Water
- Roads
- Street Lighting
- Buildings
- Recycling
- Composting
- Landfill
- Wastewater collection
- Wastewater treatment

Third Wednesday of the Month

- Closed session matters
- Matters referred by other Committees
- Urgent matters
- By-law development
- Budget (operating and capital)
- Strategic planning
- Personnel
- Legal
- Municipal reform
- Finance
- Library
- Economic development
- Elections
- Insurance
- Taxation/user fees, etc.
- Investments
- Recreation
- Policing (including acting as Police Advisory Committee)