



POLICY NO. 59

POLICY ON COMMITTEES OF COUNCIL

1. In this Policy, unless the context otherwise requires,
 - (1) “Clerk” means the Municipal Clerk of the Municipality of the District of Barrington;
 - (2) “CAO” means the Municipal Chief Administrative Officer of the Municipality of the District of Barrington;
 - (3) “Council” means the Council of the Municipality of the District of Barrington;
 - (4) “Warden” means the Warden of the Municipality of the District of Barrington;
 - (5) “Councillor(s)” means a Council Member, including the Warden;
 - (6) “Council Member(s)” means a Councillor(s) or the Warden;
 - (7) “Municipality” means the Municipality of the District of Barrington;
 - (8) “Meeting” has the meaning which it has in Section 19 of the Municipal Government Act;
 - (9) “Quorum” means a majority of the voting members of the Committee.
2. The Council may appoint Standing Committees and may appoint Ad Hoc Committees for specific purposes.
 - (1) Unless otherwise provided, a Committee may act whether or not the Council is in session.
3. When the Council refers a matter to a Committee, the Committee shall submit a written report back to Council which may be in the form of a recommendation to Council.
 - (1) The minority of the members of a Committee to which a matter has been referred

by the Council may submit a separate written report to the Council signed by the minority members.

- (2) The Clerk shall file and preserve all such reports as part of the proceedings of the Council.
4. The Council may appoint the following standing Committees:
 - a. Committee of the Whole Council
 - b. Nominating Committee
 - c. Planning Advisory Committee
 - d. Audit Committee
 - e. Hiring Committee
 - f. Joint Emergency Measures Organization
5. Ad Hoc Committees may be appointed from time to time to deal with specific matters.
6. All members of the Committee shall be appointed for a one year term from November 1 - October 31 each year. Non-Council members serving on committees are appointed for a term as determined by Council.
7. The members of the Committee shall hold office until their successors are appointed by and/or their resignation is accepted by the Barrington Municipal Council.
8. No business shall be transacted at any committee meeting unless a quorum of voting members is present. Such quorum shall consist of a simple majority of voting members.
9. Individuals/delegations addressing committees of council shall first complete Form "A" attached which will contain the information required in order to make a presentation to committee. The completed form must be provided in advance so that councillors may have an opportunity to prepare.

The general guideline to be followed is that there will be no more than a maximum of two (2) presentations scheduled for any committee meeting with a maximum of two speakers for any one presentation unless previously arranged and that presentations be limited to 15 or 30 minute periods.

10. Regular meeting of the Committee shall be held on at least 4 days notice, but emergency meetings may be called by the Chairperson on 1 days notice and all meetings shall be open to the public unless a Closed Session is held in accordance with the Municipal Government Act.

Notice of meetings of committees shall be;

- (1) posted monthly in the Municipal Office, and;
- (2) when possible, listed on the Municipal website.

11. The ordinary hours of committee meetings shall be determined by resolution of the committee, with any change in adjournment being made by majority vote of members.
12. Unless otherwise provided in this Policy, members of each Committee appointed under the provisions of this Policy shall elect a Chairperson and Vice Chairperson from among their members. The Municipal Clerk or his delegate shall act as secretary for all Standing Committees.
 - (1) The Chairperson is accountable to Council for his/her performance.
 - (2) The Chairperson has no formal authority to direct the Committee, unless specifically authorized by Council by resolution.
 - (3) Primary duties of the Chairperson:
 - (1) Chairing all meetings of the Committee.
 - (2) Enforcing rules as they apply to the Committee and its individual members.
 - (3) Disciplining members of the Committee.
 - (4) Ensuring full and timely communication with members of the Committee.
 - (5) Ensuring effectiveness of the Committee.
 - (6) When any person uses profanity and/or obscene language or unbecoming language, that person shall be advised by the Chair that they are out of order and asked to apologize. If no apology is forthcoming then the person shall be asked to leave the meeting immediately. If the person fails to leave the meeting then the Chair shall adjourn the meeting until the matter has been resolved. If necessary the Chair will ask the CAO to call the RCMP to address the matter.
 - (4) Unless otherwise indicated, the chair may be removed by a resolution of the Committee or by a resolution of Council for which advance notification has been given to all members, duly moved and seconded, and passed by a majority of members present at a regular or special meeting of the Committee or Council.
13. The Committee is committed to effective decision-making and once a decision has been made, speaking with one voice. Towards this end committee members will:
 - (1) Refrain from “lobbying” outside of committee meetings that might have the effect of limiting free and open discussion.
 - (2) On important issues, encourage consensus decisions as well as ones that strive for collaborative rather than compromise solutions.
 - (3) Once made, support majority decisions, even if one’s view is a minority one.
 - (4) Respect the confidentiality of information on sensitive issues.

- (5) Refrain from speaking for the committee unless authorized to do so by motion of the committee.
 - (6) Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest.
14. The remuneration paid to members of various committees shall be paid in accordance with Section 6 of Policy No. 8 - Annual Remuneration, Benefits and Expenses for Councillors, Staff & Others.
 15. No member of any committee may speak or act on behalf of the Municipality.
 16. Where any member of the Committee has failed to attend three (3) consecutive meetings of the Committee of which due notice has been given without having been excused from such meetings by the Committee which excuse may be granted either before, during or after such meeting, such member shall therefore forthwith vacate his/her seat as a member of the Committee and shall be deemed to have resigned. The remaining members shall at the next meeting of the Committee declare the seat to be vacant and the secretary shall forthwith notify, in writing, the council who shall proceed to fill the vacancy.
 17. Minutes shall be kept of all Committee Meetings and shall be filed with the Municipal Clerk and posted on the Municipal website not later than ten (10) days after each meeting.
 18. Committee Meeting proceedings shall be the same as proceedings for Council Meetings as outlined in Policy 52 "Council Meetings and Proceedings Policy".

NOTE: All committees are subject to the above rules and regulations unless specifically addressed in the following:

STANDING COMMITTEES

COMMITTEE OF THE WHOLE COUNCIL

The Committee of the Whole of the Barrington Municipal Council shall generally be responsible for dealing with matters of a financial, governance, or strategic direction nature and shall report and make recommendations to the Municipal Council on these matters.

The Committee shall consist of all members of Municipal Council. The Committee shall meet the second and third Monday of each month with the exception of the month of December when meetings will be scheduled on an individual basis earlier in the year in order to provide adequate flexibility to ensure meetings do not encroach on the Christmas Season. Additional meetings may be held as required by circumstances.

The Committee shall be charged with performing the following duties and responsibilities:

1. FINANCES

- a) Review estimates of revenues and expenditures for submission to Municipal council and recommend tax rates.
- b) Inquire into and report to the Council on licenses, fees, rates, taxes, loans, debentures and other probable sources of revenue including provincial grants.
- c) Be informed of the collection of municipal taxes, fees, debts and revenue generally.
- d) Annually receive information and recommendations on salaries, fees and fringe benefits of municipal employees, officers, and appointed and elected officials and make recommendations to the Municipal Council during the month of January or as soon as possible thereafter.
- e) Monitor the estimates and matters of a financial nature through the year.
- f) Consider and make recommendations to Municipal Council on requests for grants, tax exemptions and similar requests of a financial nature.

2. INDUSTRIAL AND TOURISM PROMOTION

- a) Make recommendations to Council regarding the promotion and encouragement of industrial and commercial development.
- b) Make recommendations to Council regarding the promotion and encouragement of the tourism industry within the Municipality.

3. FIRE SERVICES

- a) Review the financial operation of the fire departments from time to time and make recommendations to Municipal Council on financial assistance either in the form of municipal grants or capital loans to be repaid by area rates.
- b) Meet with representatives of various departments from time to time to discuss all matters pertaining to fire protection and area fire rates.

4. PUBLIC SEWERS

- a) The Committee shall periodically review reports on the financial operation of public sewers and make recommendations to council

5. RECREATION

- a) Make recommendations to Council regarding the Promotion and encouragement of recreational events and programs.
- b) Promote and encourage co-operation between the Municipality of Barrington and the Town of Clark's Harbour in the planning, implementation and operation of programs and facilities for the benefit of all residents of both municipal units.

6. GENERAL ADMINISTRATION

The Committee shall generally have authority to consider all directional matters affecting the Municipality which are not the direct responsibility of staff or of any other standing Committee or Special Committee of Municipal Council and to make recommendations and reports to Municipal Council from time to time.

NOMINATING COMMITTEE

The Nominating Committee shall:

- a) Shall consist of the Committee of the Whole
- b) Yearly review the list of members on the various Committees, Boards, Commissions, etc.
- c) In November of each year make recommendations for membership on the various Committees, Boards, Commissions, etc.
- d) Make recommendations to Council regarding annually appointed officers.

PLANNING ADVISORY COMMITTEE

The Planning Advisory Committee shall consist of not less than five (5) members, no more than three (3) of whom shall be members of the Municipal Council and a minimum of two (2) shall be non-council members residing in the Municipality. Council Members shall be appointed for a term of one (1) year and other members shall be appointed for a term of two (2) years. Any persons appointed may be reappointed.

The Committee shall meet on an as-needed basis. The Committee shall be charged with performing the following duties and responsibilities:

- a) The Committee shall advise Council in the preparation, amendments or revision of Planning Strategies, Land Use By-laws and Subdivision By-laws and on planning matters generally.
- b) The Committee may, with the approval of Council, establish one or more area

advisory committees to advise them on planning matters affecting a specific area of the Municipality.

- c) Meetings of the Committee shall be open to the public unless the Committee, by a majority vote, moved a meeting in camera because the issue under discussion involves personnel of the Municipality, the opinion of a Barrister and Solicitor or an application for a municipal development permit or development agreement before the applicant has made application to the Municipality or Municipal Development Officer for such an agreement or permit or such other matters permitted by the Municipal Government Act.
- d) The date, time and location of committee meetings shall, at least five (5) days before the date of the meeting, be posted in the Municipal Office or another conspicuous place determined by the Committee.
- e) The Committee shall be authorized to hold public meetings at such times and in such manners as it or Council decides.
- f) The Committee shall perform such other duties as may be required under the Planning Act as determined by Council from time to time.

AUDIT COMMITTEE

The Audit Committee shall consist of not less than five (5) members, no more than three (3) of whom shall be members of the Municipal Council and a minimum of two (2) shall be non-council members residing in the Municipality. Council Members shall be appointed for a term of one (1) year and other members shall be appointed for a term of two (2) years. Any persons appointed may be reappointed. Citizen members are required to show a strong demonstration of financial awareness.

- a) carry out a detailed review of the financial statements of the Municipality with the auditor;
- b) receive information regarding the evaluation of internal control systems and any management letter with the auditor;
- c) carry out a review of the conduct and adequacy of the audit;
- d) make recommendations to council to carry out such matters arising out of the audit as may appear to the audit committee to require investigations;
- e) carry out such other matters as may be determined by Council to be the duties of an audit committee;
- f) Make recommendations to Council regarding the acceptance of the yearly audit.

JOINT EMERGENCY MEASURES ORGANIZATION EXECUTIVE COMMITTEE

The Joint Emergency Measures Organization Executive Committee shall consist of the Warden of the Municipality of Barrington and the Mayor of the Town of Clark's Harbour and not more than two (2) members of each Council. Appointments must be made by each Council by resolution. The Chairman of the Executive Committee shall alternate between the Warden of the Municipality of Barrington and the Mayor of the Town of Clark's Harbour for terms equivalent to the Municipal Electoral term, beginning with the Warden of the Municipality of Barrington whose first term will expire in 2000.

The Committee shall meet from time to time as determined by the Chairman or majority of the members. A majority of the members of the Committee shall constitute a quorum for the transaction of business. Minutes shall be kept of all Committee Meetings and a copy shall be provided to each member of the Committee and each member of the Municipal Council and the Municipal Clerk, by the Committee Secretary not later than ten (10) days after each meeting.

The Joint Emergency Measures Organization Executive Committee shall have the following duties, powers and responsibilities:

- a) To establish and recommend policy for the Municipality of the District of Barrington and the Town of Clark's Harbour Joint Emergency Measures Organization.
- b) To recommend to the Councils, from time to time, by resolution of the Committee, the appointment of an Emergency Planning Officer for the Joint Emergency Measures Organization and such other employees as may be required to assist the Emergency Planning Officer from, wherever possible, within the Municipal Administration.
- c) Subject to the approval of the Council to name or assign such persons as it may deem advisable to provide key personnel to perform duties related to continuity of municipal government and public survival in case of an emergency or disaster.
- d) To submit to the Councils for inclusion in their annual estimates, estimates of expenditures for the operation and maintenance of the Joint Emergency Measures Organization.
- e) To perform such other duties and responsibilities as would normally be required of the Committee or as may be required of the Committee by the Councils from time to time.

Approved by Council January 26, 2009
Amended by Council October 26, 2009
Amended by Council November 23, 2009
Amended by Council February 22, 2010
Amended by Council October 28, 2013
Amended by Council April 28, 2014
Amended by Council August 21, 2014
Amended by Council December 12, 2016

MUNICIPALITY OF THE DISTRICT OF BARRINGTON

**FORM "A"
TO BE COMPLETED BY ANYONE WISHING
TO ADDRESS COMMITTEE OF THE WHOLE COUNCIL**

Names of individuals making the presentation: _____

Contact Person, if different from above: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Points to be made: _____

Purpose and any requests that may be forthcoming from the presentation: _____

Time requested for presentation: 15 minutes _____ 30 minutes _____

Signature

Date

Note: Individuals or groups making presentations are required to address their comments and questions to the Chair of the Meeting only.

