



## **POLICY NO. 59**

### **POLICY ON COMMITTEES OF COUNCIL**

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1. In this Policy, unless the context otherwise requires,
  - (1) “Barrier” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
  - (2) “CAO” means the Municipal Chief Administrative Officer of the Municipality of the District of Barrington;
  - (3) “Clerk” means the Municipal Clerk of the Municipality of the District of Barrington;
  - (4) “Council” means the Council of the Municipality of the District of Barrington;
  - (5) “Council Member(s)” means a Councillor(s) or the Warden;
  - (6) “Councillor(s)” means a Council Member, including the Warden;
  - (7) “Disability” includes a physical, mental intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual’s full and effective participation in society.
  - (8) “Meeting” has the meaning which it has in Section 19 of the Municipal Government Act;
  - (9) “Municipality” means the Municipality of the District of Barrington;
  - (10) “Quorum” means a majority of the voting members of the Committee, unless specifically stated in the Terms of Reference for the Committee.
  - (11) “Warden” means the Warden of the Municipality of the District of Barrington;

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. Planning Advisory Committee/Heritage Advisory Committee
  - c. Recreation Advisory Committee
  - d. Accessibility Advisory Committee
  - e. Audit 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. There will be no remuneration paid to non-council members serving on committees of council with the exception of existing Planning Advisory Committee members who will be paid the remuneration until the end of their term, March 31, 2020.
8. Members of the Committee shall hold office until their successors are appointed by and/or their resignation is accepted by the Barrington Municipal Council.
9. No business shall be transacted at any committee meeting unless a quorum of voting members is present.
10. 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. As a general rule, Form "A" will be required seven (7) days in advance of the meeting.

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.

11. A Regular meeting of the Committee shall be held on at least four (4) days notice, but emergency meetings may be called by the Chairperson on one (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.
12. 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.
  13. 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/her 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.

14. 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.
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.

Please see the “Annual Remuneration and Benefits for Councillors Policy” for details on eligible excuses for missed meetings.
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 the “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 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 mandate of the Committee of the Whole Council is:

- 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 Council 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 Committee for its recommendations:
  - i) reports and recommendations from other committees of Council;
  - ii) planning matters;
  - iii) first or second reading of By-law enactments, amendments or repeals; and
  - iv) 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 By-laws and Policies or by Council resolution;
- c) to take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.

### **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.

This Committee also meets as the Heritage Advisory Committee, when required. This Committee deals with the registration of heritage properties, applications to alter the external appearances of or to demolish a heritage property and deregistration of heritage properties.

## **RECREATION ADVISORY COMMITTEE**

### **Purpose**

The purpose of the Recreation Advisory Committee (RAC) is to advise Council, the Chief Administrative Officer, and the Director and recommend policies on recreation matters, including services, facilities and specific community interests

### **Mandate**

The RAC will, consistent with the purpose described above, undertake the following:

- Advise on the implementation of a Recreation Master Plan.

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on parks, trails, facilities, services, local beaches and community programs.
- Support and enhance communications with the residents of the Municipality on matters relating to recreational opportunities.
- Ensure broad consultation with community stakeholder groups on recreational issues and opportunities.
- Review and provide feedback or comments on Recreation proposed projects, initiatives or challenges.
- Provide information on community events and programs that are being considered and/or planned.
- Identify new and emerging recreational opportunities.

The RAC will not be responsible for:

- Daily operations of the Municipality’s recreational facilities, parks and programs.
- Administrative matters including directions to staff.
- Regular maintenance of facilities and parks.
- Budget and capital projects.
- Project/program implementation.

#### Membership

The Committee shall consist of ten (10) members, including eight (8) voting members.

Voting members:

- Two (2) Council members, one of which serving as Chair.
- One (1) community representative from each Municipal District and the Town of Clarks Harbour for a total of six (6) representatives from the public.

Non-voting members:

- One (1) Recreation Director
- One (1) Municipal Physical Activity Leader (MPAL)

The Committee may, from time to time, consult with other agencies, municipal employees or organizations.

Appointments to the Committee shall be made as follows:

- Council shall appoint two (2) members of Council to serve as the Council members and one (1) member to serve as an alternate Council member.
- Council shall appoint one (1) representative from each district who are permanent residents of the Municipality and one (1) representative from the Town of Clarks Harbour

who is a permanent resident of the Town on the basis of their knowledge, interest and/or experience in community recreation. Preference will be given for:

- Nature appreciation
- Indoor recreation
- Outdoor recreation
- Organized sports
- Unstructured play and activities
- Trails
- Health and fitness
- Water based activities
- Sports tourism and special events

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.

The term of each Member shall be two (2) years. Members may serve on the Committee for a maximum of three (3) consecutive terms and must remain out of office for at least one (1) year before being reappointed to the Committee by Council.

### Meetings

The RAC normally will hold meetings monthly during the course of the year. Meeting dates and times shall be determined at the first meeting of the year by the committee.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings shall commence no later than 7:00 p.m. and shall conclude no later than 9:00 p.m.

### Quorum

Quorum shall be five (5) Committee members. If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Chair may canvass members through alternative means in order to determine Committee support for that particular item.

### General Requirements

This Committee is established by Council and reports directly to Council.

An agenda will be prepared by the Recreation Department and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.



Meetings shall follow the written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Council for consideration.

This Committee shall make recommendations to Council in response to a request from either Council or Staff in the area of the Committee's mandate.

### Budget and Resources

Committees are not given a budget however; under special circumstances Council may approve one-time expenditures to help committees achieve their goals and objectives. Any financial requirement of a committee should be identified prior to the approval of the annual operating budget by Council which is typically in April or May.

Administrative support will be provided by the Recreation Department and will include: the coordination of RAC related communications and correspondence; ensuring RAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).

## **ACCESSIBILITY ADVISORY COMMITTEE**

### Purpose

The Accessibility Advisory Committee provides advice to Council on identifying preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays an important role in helping the Municipality of the District of Barrington become an accessible community and meet its obligations under the Nova Scotia Accessibility Act.

### Mandate

The Accessibility Advisory Committee will, consistent with the purpose described above, undertake the following:

- 1) Advise Council on the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Accessibility Act, the plan must include:
  - a) a report on measures the municipality has taken and intends to take to identify, remove and prevent barriers;
  - b) information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
    - any proposed policies, programs, practices and services

- any proposed enactments or by-laws
  - c) any other prescribed information.
- 2) Review and update its accessibility plan at least every three years, in accordance with the act.
  - 3) Consult with the community on accessibility in the municipality.
  - 4) Advise council on the impact of municipal policies, programs and services on people with disabilities.
  - 5) Review and monitor existing and proposed municipal by-laws to promote full participation of people with disabilities, in accordance with the act.
  - 6) Identify and advise on the accessibility of existing and proposed municipal services and facilities.
  - 7) Advise and make recommendations about strategies designed to achieve the objectives of the municipality's accessibility plan.
  - 8) Receive and review information from council and its committees and make recommendations, as requested.
  - 9) Assist in monitoring compliance with federal and provincial government directives and regulations.

## Membership

The Committee shall consist of six (6) voting members:

- Three (3) Council members, one of which serving as Chair - one year term
- Three (3) people with disabilities or representatives of organizations that represent people with disabilities, in accordance with the act - two year term

## Support Staff:

- Chief Administrative Officer
- Director of Property Services or designate
- Accessibility Coordinator

The Committee may, from time to time, consult with other agencies, municipal employees or organizations.

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that

term upon resolution of Council as soon as is convenient.

## Meetings

The Committee shall meet at least four (4) times per year, or as needed to fulfill its duties. Meetings of the Accessibility Advisory Committee shall be open to the public. Quorum shall be determined by this Policy.

The committee may establish working groups to explore specific issues relates to the accessibility plan and/or to other responsibilities. A working group may include additional members from the community who are not Advisory Committee members. The Chair of a working group must be a member of the Accessibility Advisory Committee.

## 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.

The Committee shall meet at least twice per year as required by the Municipal Government Act.

Citizen members are required to show a strong demonstration of financial awareness.

Duties and responsibilities of the Committee are as follows:

- 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.
- g) any other matters as may be determined by Council from time to time;

## **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.

## AD HOC COMMITTEES

### NOVA SCOTIA MARATHON COMMITTEE

1. The “Nova Scotia Marathon Committee” is an Ad Hoc Committee of the Municipality. The Committee shall consist of two (2) members of Council, who shall be appointed annually by Council and a minimum of six (6) citizens from the counties of Shelburne and Yarmouth who shall also be appointed by Council. The Town of Clarks Harbour will be asked to appoint One (1) citizen representative from the Town annually. The Committee shall have staff representatives as determined by the CAO.

The Committee shall review all applications and recommend appointments to Council based on the following criteria; 1) Demonstrated interest in the development of the event and 2) the ability to attend regular Committee meetings and related events;

In making the appointments to this Committee, Council shall endeavor to have a balanced representation of interests.

The Director Recreation and the Municipal Physical Activity Co-ordinator shall attend meetings as support staff. The Director of Recreation or alternate shall act as Recording Secretary.

2. The Nova Scotia Marathon Committee shall have the following duties, powers and responsibilities:
  - a. to organize a range of the activities focused around the annual Nova Scotia Marathon;
  - b. to consult with, advise and make recommendations to Council, through the Director of Recreation, on matters affecting the annual Nova Scotia Marathon;
  - c. to form sub committees to assist with different aspects of the marathon, including sponsor solicitation.
  - d. to engage community involvement in all aspects of the development and coordination of the event;
  - h. Meetings will be held as decided by the Chair.

## BARRINGTON/CLARK'S HARBOUR SATELLITE DIALYSIS COMMITTEE

The Barrington/Clark's Harbour Satellite Dialysis Committee shall consist of two (2) municipal councillors, one (1) town councillor, and five (5) public members.

The committee shall meet on as-needed basis.

The purpose of the committee is to lobby the provincial government for the establishment of a Satellite Dialysis Clinic in the Municipality of Barrington.

**FORM "A"**  
**TO BE COMPLETED BY ANYONE**  
**WISHING TO ADDRESS COUNCIL OR COMMITTEE OF THE WHOLE COUNCIL**  
***No decision will be made at the same meeting as your presentation.***

*Names of individuals making the presentation:*

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*Points to be made:*

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

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*Please attach a copy of your written or power point presentation.*

*Time requested for presentation:*                      15 minutes \_\_\_\_\_      30 minutes \_\_\_\_\_

\_\_\_\_\_  
*Signature*

*Print Name:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

*E-mail address:* \_\_\_\_\_

*Will you require a projector and computer for your presentation ?*

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

***Form "A" must be returned at least 7 days in advance of the Meeting you wish to attend.***

<b>Chief Administrative Officer’s Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	February 10, 2020
Date of Passage of current amendments	February 24, 2020
I certify that amendments to Policy 59 “ Policy on Committees of Council” was adopted by Council on the dates as indicated above.	
_____	_____
Chris Frotten Chief Administrative Officer	Date

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Amendments to various sections of the Policy	CAO	Council	January 27, 2020
2	Amendments to Definitions and Terms of Reference for Accessibility Advisory Committee	CAO	Council	February 24, 2020



