



**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) “Chief Officer” means the chief officer of a police department and includes an officer acting as chief officer of the Barrington RCMP Detachment.
  - (4) “Clerk” means the Municipal Clerk of the Municipality of the District of Barrington;
  - (5) “Council” means the Council of the Municipality of the District of Barrington;
  - (6) “Council Member(s)” means a Councillor(s) or the Warden;
  - (7) “Councillor(s)” means a Council Member, including the Warden;
  - (8) “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.
  - (9) “Meeting” has the meaning which it has in Section 19 of the Municipal Government Act;
  - (10) “Municipality” means the Municipality of the District of Barrington;
  - (11) “Quorum” means a majority of the voting members of the Committee, unless specifically stated in the Terms of Reference for the Committee.

- (12) "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
  - g. Joint Police Advisory Board
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 requesting to address Council or committees of council shall first complete Form "A" attached. Upon receipt of a completed Form "A", the CAO shall review the Form to ensure all required information has been provided and determine the most appropriate course of action to handle the request.

Form "A" may be:

- a) Placed on an appropriate agenda;
- b) Referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff.
- c) Refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality.
- d) Refused, for any other reason, after consultation with Councillors, with explanation by the CAO in writing to Council giving the reason for the refusal.

The general guideline to be followed is that there will be no more than a maximum of one (1) presentation scheduled for any council/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 with a 15 minute period following to allow for questions.

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 Tuesday 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 seven (7) voting members:

- Three (3) Council members, one of which serving as Chair - one year term
- Four (4) people with disabilities or representatives of organizations that represent people with disabilities, in accordance with the act, one of which shall be a student (Grade 11 student preferred) - two year term

Support Staff:

- Chief Administrative Officer
- Director of Public Works 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.

### **JOINT POLICE ADVISORY BOARD**

#### Purpose

The Municipality of the District of Barrington and the Town of Clarks Harbour together with the

local detachment of the Royal Canadian Mounted Police have created a Joint Police Advisory Board under the authority of the Nova Scotia Police Act. The oversight role of the Board provides an opportunity for community members to exercise civilian governance relating to law enforcement and administrative direction required to maintain adequate and effective policing in Nova Scotia.

#### Mandate

The function of the board is to provide advice to the councils of the Municipality of the District of Barrington and Town of Clarks Harbour in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality and town. The advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

The Police Advisory Board shall, subject to the police contract or policing agreement:

- a. Determine, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
- b. Ensure the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- c. Ensure that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
- d. Ensure that police services are delivered in a manner consistent with community values, needs and expectations.
- e. Act as conduit between the community and the police department;

#### Membership

The board shall consist of nine (9) members:

- two members from each municipal council and town council appointed by resolution of that council;
- two members from each municipality and town, appointed by resolution of the council, who are neither members of council nor employees of the municipal units; and
- one member appointed by the Minister.

#### Advisory Board Member Selection Process

The selection process used by a council in appointing an advisory board member to a vacancy on the advisory board, except an advisory board member appointed by the Minister under clause 57(3)(c) of the Act, must include all of the following:

- (a) the advisory board vacancy must be advertised and applications must be solicited for the vacancy;

- (b) an applicant must be required to go through a screening process, including an interview, conducted by a panel established by the council;
- (c) each applicant must be notified of the outcome of the selection process.

In the process of selecting an advisory board member, the council must consider each candidate's education and work experience.

#### Advisory Board Member Qualifications

To be a candidate for appointment as an advisory board member under Section 82, a person must demonstrate all of the following qualifications to the satisfaction of the council:

- (a) residence in the municipality or town served by the board, or considerable interest in serving on the advisory board;
- (b) considerable knowledge of community issues and an understanding of policing values and governance;
- (c) a good character;
- (d) willingness to make the commitment of time and effort required to carry out advisory board responsibilities.

#### Police Checks

To be a candidate for appointment as an advisory board member under Section 82, a person must consent to criminal and background checks.

A person must not be appointed as an advisory board member if criminal and background checks show that the person has been convicted of any criminal offence or has been or is the subject of a disciplinary proceeding in any jurisdiction that, in the opinion of the council, would reasonably be expected to have a negative impact on their acting as an advisory board member or on the advisory board generally.

#### Code of Conduct for Advisory Board Members

An advisory board member must do all of the following:

- (a) uphold the letter and spirit of the code of conduct set out in this Section and discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the advisory board;
- (b) unless they have a reasonable excuse, attend every advisory board meeting;
- (c) not interfere with the police department's operational decisions and responsibilities or with the day-to-day operation of the police department, including the recruitment and promotion of officers;
- (d) keep confidential any information disclosed or discussed at an advisory board meeting;

- (e) not claim to speak on behalf of the advisory board unless authorized by the chair of the advisory board to do so;
- (f) if publicly disagreeing with a decision of the advisory board, make it clear that they are expressing a personal opinion;
- (g) discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law;
- (h) discharge their duties in a manner that respects the dignity of individuals and is in accordance with the Human Rights Act and the Canadian Charter of Right and Freedoms.
- (i) not use their position inappropriately to advance their interests or the interests of any person or organization with whom or with which they are associated;
- (j) immediately resign from the advisory board if applying for employment with a police department, including employment on contract or on fee for service;
- (k) refrain from engaging in professional or personal conduct that could discredit or compromise the integrity of the advisory board or the police department;
- (l) if their conduct or performance is the subject of investigation or inquiry, temporarily withdraw from all advisory board activities and duties as a member of the advisory board until the completion of the investigation or inquiry.

If the chair or the majority of the advisory board determines that an advisory board member has breached the code of conduct for advisory board members, the advisory board must record that determination in its minutes.

On determining that an advisory board member has breached the code of conduct for advisory board members, the advisory board may take one or more of the following actions:

- (a) issue a reprimand to the advisory board member;
- (b) order a period of suspension for the advisory board member;
- (c) recommend to the Minister or the council that the board member be dismissed under subsection 57(7) of the Nova Scotia Police Act.

## Meetings

A chair and vice-chair of the advisory board shall be chosen by the members of the advisory board at the first meeting in each year.

The advisory board must hold a board meeting at least every three months.

The Chief Officer, Clerk for the Town of Clarks Harbour and the Chief Administrative Officer for the Municipality of the District of Barrington must receive notice of meetings of the advisory board and are entitled to attend such meetings, but not to vote.



A majority of the members of the advisory board constitutes a quorum.

Meetings of the advisory board are open to the public.

#### Oath of Office

Each member of the advisory board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by the regulations.

#### Training Requirements

Advisory board members shall undergo any training that may be provided for members of the board or required by the Minister or by regulation.

### AD HOC COMMITTEES

#### **NOVA SCOTIA MARATHON COMMITTEE**

##### **Purpose**

The “Nova Scotia Marathon Committee” is an Ad Hoc Committee of the Municipality. Its purpose is to organize a range of the activities related to the Nova Scotia Marathon, consult with, advise and make recommendations to Council, through the Director of Recreation, on matters affecting the Nova Scotia Marathon, form sub-committees to assist with different aspects of the event, including sponsor solicitation and engage community involvement in all aspects of the development and coordination of the event.

##### **Membership**

The Committee shall consist of at least one (1) member of Council, who shall be appointed annually by Council, 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 also be asked, annually, to appoint one (1) citizen representative from the Town.

Staff representatives as determined by the CAO will be ex-officio members without the right to vote.

The Committee shall review all applications and recommend appointments to Council based on the applicants demonstrated interest in the development of the event and their 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.

## Members Expectation

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the management of the event.
- Attend committee meetings and follow through in a timely manner on any commitments; and
- Support the success of the event.

## Term of Office

All Non-Council members of the Executive shall serve for a term of two (2) years. In order to ensure continuity in the work of the Executive, half of the membership shall be appointed yearly. Non-Council members of the Executive may choose to re-offer at the end of their term but can not serve for more than two (2) consecutive two (2)-year terms.

Where a member of the Executive relinquishes his/her seat before the end of his/her term, a member shall be appointed to fill the vacancy for the remainder of the term. The Committee will hold an election to replace the officers (Chair, Vice-Chair, etc.) of the Executive that are at the end of their term at the first meeting following the Marathon.

## Roles and Responsibilities

### Chair

The Chair will be a Committee member determined by the Committee. The Chair shall:

- Call meetings of the Committee.
- Chair meetings of the Committee.
- Act as spokesperson on behalf of the Committee. (Any other Committee member may also act as spokesperson, if authorized to do so by the Committee.)
- Provide leadership for the members, enabling the Committee to act strategically to ensure the success of the event.

### Vice-Chair

The Vice-Chair will be a Committee member determined by the Committee. The Vice-Chair shall:

- Act in the absence or inability of the Chair unless an alternate has been appointed by the Committee.

### Treasurer

The Treasurer will be a Committee member determined by the Committee and will be the Chair of the Finance Committee. The Treasurer shall:

- ~~Oversee and present budgets, accounts and financial reports to the Committee.~~
- ~~Liaise with designated staff on financial matters.~~
- ~~Oversee and report on the Committee's sponsorship and fundraising efforts.~~

### *Finance Committee*

The Finance Committee shall:

- ~~Develop an annual operating budget with staff.~~
- ~~Monitor adherence to the budget.~~
- ~~Set long range financial goals along with funding strategies (sponsorship and fundraising) to achieve them.~~
- ~~Present all financial goals and proposals to the Committee for approval.~~

### *Marketing & Promotion Committee*

The Marketing & Promotion Committee shall:

- ~~Work with Staff and the Event Planner to develop an annual plan for integrated, consistent communication and promotion.~~
- ~~Gather information on what other marathons are doing to help the Committee stay on top of trends and developments.~~
- ~~Provide feedback on marketing strategies and tools, including communications plans, materials, media strategy, and social media.~~

### *Volunteer Committee*

The Volunteer Committee shall:

- ~~Recruit volunteers and ensure they complete an on-line application form.~~
- ~~Assist with creating volunteer position descriptions with Staff and/or Committee Chair.~~
- ~~Assist Staff and/or Committee Chair in providing training and/or orientation to the Committee they have signed on for.~~
- ~~Collect volunteer hours, analyze and provide recommendations as needed.~~
- ~~Ensure all volunteers are recognized appropriately.~~

### *Staff*

Staff will support the Committee's work in the following ways:

- ~~Give notice of regular meetings to the members and, when directed by the Committee chair, notice of ad hoc meetings~~
- ~~Distribute the agenda and all related materials to the Committee members~~
- ~~Record attendance and prepare minutes for review and approval by the Committee maintain records of approved minutes signed by the committee chair and secretary~~
- ~~Prepare and present budgets.~~

- Advise on financial implications of strategic and operational plans.
- Any other such reasonable duties that are deemed necessary by the Committee to ensure the success of the Marathon.

### **Event Planning**

- From time, to time, the Committee may engage Event Planners to work closely with the Committee and Staff to oversee race operations, including but not limited to, promoting the event, overseeing communications, administering Race Roster and participating registration, managing SeaMcCamp and ensuring all safety protocols are in place.

### **Meetings**

The Committee will meet once a month. The meetings may be in-person, by teleconference or electronically, i.e., Zoom. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision making.

### **Quorum**

Quorum shall be simple majority (50%+1) of the voting committee members present at a meeting.

### **Decision Making**

The committee shall strive for consensus (i.e. "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion or table the issue to another meeting. When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The Committee cannot commit the use of the Municipality's financial and human resources without prior approval from the CAO. In the absence of the CAO, approval may be sought from Council.

### **Guests**

The Committee may invite guests to attend meetings as a resource as required.

### **Minutes**

The staff supporting the Committee shall take minutes at the Committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the Municipality's practice.

## 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.

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**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:*** \_\_\_\_\_

**What accommodations, if any, do you require for your presentation?**

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- **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>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	August 8, 2023
Date of Passage of current amendments	August 22, 2023
I certify that Policy 59 "Policy on Committees of Council" was amended by Council as indicated above.	
_____	_____
Lesia Rossetti Municipal Clerk	Date

**VERSION LOG**

Version Number	Amendment Description	Approved By	Approval Date
1	Policy Approved by Council	Council	January 26, 2009
2	Amendments approved by Council	Council	October 26, 2009
3	Amendments approved by Council	Council	November 23, 2009
4	Amendments approved by Council	Council	February 22, 2010

5	Amendments approved by Council	Council	October 28, 2013
6	Amendments approved by Council	Council	April 28, 2014
7	Amendments approved by Council	Council	August 21, 2014
8	Amendments approved by Council	Council	December 12, 2016
9	Amendments to various sections of the Policy	Council	January 27, 2020
10	Amendments to Definitions and Terms of Reference for Accessibility Advisory Committee	Council	February 24, 2020
11	Revised Terms of Reference to NS Marathon Committee	Council	February 28, 2022
12	Amended Sections 10 (page 3), First para under "Committee of the Whole Council"		April 25, 2022
13	New Section 10	Council	May 23, 2023
14	Amended Sections 1(3), 4(g), Section 9 of AAC Terms of Reference and added new Terms of Reference for Police Advisory Board	Council	August 22, 2023