



<b>TITLE:</b>	<b>Committee Policy</b>
<b>NUMBER:</b>	<b>POL-2023-04</b>
<b>APPROVAL DATE:</b>	<b>Sept 12, 2023</b>
<b>EFFECTIVE DATE:</b>	<b>Sept 12, 2023</b>
<b>Related Legislation:</b> Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 158.(1)	
<b>Related Bylaw:</b> #2022-04 B Procedural Bylaw, # 2022-04-C Procedural Bylaw Amendment	

## 1. Authority

- 1.1. Subsection 86.(2)(e)(iii) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to establish committees of council, their terms of reference and the appointment of persons to those committees.

## 2. Application

- 2.1. This policy applies to Council. It enables Council to establish Standing and Ad Hoc Council Committees, their terms of reference and appointments to the committees

## 3. Definitions

- 3.1. "Act" means the Municipal Government Act
- 3.2. "Ad Hoc Committee" means a committee created for the purpose of addressing a specific issue
- 3.3. "Chief Administrative Officer" or "CAO" means the administrative head of the Town as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*
- 3.4. "Council" means the mayor and other members of the council of the Town of North Rustico
- 3.5. "Councillor" means a member of council other than the mayor.
- 3.6. "Mayor" means the Mayor of the Town of North Rustico

- 3.7. "Member" means a member of the council or a member of a committee appointed pursuant to this policy
- 3.8. "Standing committee" means a committee comprised of council members and residents established pursuant to this policy;
- 3.9. "Town" means Town of North Rustico

#### **4. General**

- 4.1. The CAO may designate certain employees of the Town to be non-voting advisors to Standing and Ad Hoc Committees established in this policy, with the right and duty to attend committee meetings.
- 4.2. The Mayor is a voting member of all committees, but shall not be counted as part of a quorum

##### **Committee Functions**

- 4.3. Committees shall function in a fact-finding and advisory capacity and make recommendations to Council except where mandated otherwise in this policy or any other municipal bylaw.

##### **Committee Reports**

- 4.4. The reports of all committees shall be submitted in writing to the Chief Administrative Officer by the Wednesday prior to each regular monthly Council meeting. Minutes of all committee meetings shall be kept and circulated to committee members, council members and the Chief Administrative Officer. Decisions of the Committee must be presented in the form of a recommendation to be referred to the Council for decision; recommendations will be noted in the Committee minutes.

##### **Chair and Vice-Chair**

- 4.5. The chair shall:
- a. call and preside at all meetings and transact such business as the Committee may direct.
  - b. liaise with the council and other organizations within the Town as it may pertain to the goals and objectives of the Committee.
  - c. ensure that the bylaws, regulations, and policies of the Town are enforced.
  - d. provide leadership to the committee in meeting its mandate and responsibilities.
- 4.6. The vice-chair shall:
- a. in the absence of the chair, assume all powers and duties of the chair.
  - b. assist the chair

## 5. Standing Committees

This part applies to all Standing Committees established by this policy in accordance with the Procedural Bylaw.

5.1. Standing Committee members shall be appointed as follows:

- a. The Mayor shall appoint Committee Chairs from among the members of Council
- b. The Council shall, by resolution, appoint the "at large" members of the committee, for fixed terms provided that the term does not exceed the term of the Council.
- c. The Vice-Chair shall be appointed by the Committee at the first meeting from among members of the committee.
- d. Committee members must reside within the boundaries of the Town of North Rustico, except for the Wellness Centre Advisory Committee which serves the thirteen communities of North Rustico, Rusticoville, Rustico, New Glasgow, Oyster Bed Bridge, Wheatley River, Hunter River, Cavendish, Hope River, Mayfield, Brackley, Breadalbane and St. Ann's.
- e. Notwithstanding d) above, non-voting advisory members who have special knowledge and/or expertise in matters important to the Committee may be appointed to a committee even if they reside outside the municipal boundaries

5.2. A quorum for all committees shall be a majority of the voting members.

5.3. The Chair will preside at every meeting, participate in the debate and shall vote on all motions.

5.4. Motions arising at any committee meeting shall be decided by a majority vote.

5.5. Council committees or its appointed representatives have no authority or power to commit Council or the Town to any course of action or to incur any expenditure on behalf of Council or the Town but will provide recommendations to the Council on matters within their mandate.

5.6. Committees will communicate and consult with each other when activities and events overlap with the interests and work of other Committees.

5.7. Each Committee shall annually review its terms of reference and recommend to the Council any appropriate changes.

**Standing Committee Establishment:**

5.8. The following Standing Committees are hereby established with composition and terms of reference as set out in this policy:

- a. Occupational Health and Safety & Emergency Measures Organization
- b. Water and Sewer Utility Board
- c. Planning Board
- d. Finance and Infrastructure Committee
- e. Recreation and Events Committee
- f. Human Resources Committee
- g. Wellness Centre Advisory Committee

**5.9. Standing Committee Terms of Reference**

- a. **Occupational Health and Safety and Emergency Measures Organization Committee**

**Committee Membership:**

The Safety & EMO Committee is comprised of at least 6 members.

**Term of Office:** Committee members serve for the term of 4 years, concurrent of Council.

**Meetings:** The Committee will meet a minimum of 4 times per year (or at the call of the Chair).

**Committee Mandate:**

The Committee will serve as main leaders and volunteer organizers in the case of an emergency and when there is a necessity to host a reception center. The committee will submit final reports after emergency events and become informed with regard to all issues, concerns and matters that have an emergency or safety impact within the Town. They will work with all Town services to coordinate workplace safety procedures. They will develop and implement the appropriate strategies and actions regarding issues of concern within the community. The Committee will work with other relevant stakeholders and parties when and where required.

**Responsible for:**

EMO Bylaw

EMO Plan

Harassment Policy

Violence Policy

Workplace Safety

## **b. Water and Sewer Board**

### **Board Membership:**

The Water and Sewer Board is comprised of:

- (a) a chair who shall be a member of Council;
- (b) a vice-chair who shall be member of Council;
- (c) not less than two other members;
- (d) a majority of members who shall be members of Council;
- (e) only residents of the municipality are eligible to serve on the Board.

**Term of Office:** Board members serve until they resign or are replaced by Council.

**Meetings:** The Board will meet monthly (or at the call of the Chair). The Chair of the Board of Directors shall only vote in the event of a tie vote among other Board members.

### **Committee Mandate:**

The Board of Directors is responsible for providing the necessary strategic direction and the required oversight to fulfill the established functions of the Corporation as outlined in the 2022-03 Water and Sewer Utility Bylaw or its successor as may be amended from time to time.

### **Responsible for:**

Sewer and Water Utility Bylaw

Sewer and Water Rates

## **c. Planning Board**

### **Board Membership:**

The Planning Board is comprised of a minimum of 4 and a maximum of 8 members. The Planning Board membership must be reported to Municipal Affairs.

**Term of Office:** Board members serve until they resign or are replaced by Council.

**Meetings:** The Committee will meet monthly or when required by the Development Officer. Planning Board is also expected to attend Public Meetings held for the purpose of Planning or Bylaw Amendments.

### **Vision:**

To ensure development decisions are made with sound planning principles and without bias, adhering to the Official Plan and Zoning and Subdivision Bylaw and ensuring the developments are what is best for the Town as a whole.

### **Committee Mandate:**

The Planning Board is responsible to advise and provide recommendations for any development permits that are not 'as of right' or that require Council approval. The Planning Board will advise and make recommendations to Council for the adoption of planning policies, the adoption of the Official Plan, proposed amendments to the Official Plan, by-laws in respect to the Official Plan and

will work with consultants to keep the Official Plan and respective Bylaws current and ensure amendments are updated.

**Responsible for:**

Official Plan

Zoning and Subdivision Control Bylaw

Monthly Development Permit Report

**d. Finance and Infrastructure Committee**

**Committee Membership:**

The Finance and Infrastructure Committee shall be comprised of a minimum of 4 and a maximum of 6 members.

**Term of Office:** Committee members serve for the term of 4 years, concurrent of Council.

**Meetings:** The Committee will meet monthly. Additional meetings may be called at the discretion of the Chair.

**Committee Mandate:**

The Finance and Infrastructure Committee is responsible to advise and make recommendations to the Council on all finance and community infrastructure related matters within the Town of North Rustico.

- Prepare Council’s annual operating budget; determine revenue and expenditure projections.
- Prepare and update Council’s 5 Year Capital Plan
- Lead budget consultation process with other Council Committees and the Public
  - identifying ongoing and/or outstanding items related to existing initiatives;
  - inviting Council Committees to identify new budget expenditures items.
  - advise and make recommendations on a civic engagement process for the annual budget.
- Recommend Taxation Rates
- Develop plan for capital and infrastructure maintenance requirements; include requirements in annual budget process.
- Manage and provide oversight to budget process throughout the fiscal year.
- Prepare quarterly income and expenditure reports
- Examine the rates for Councilor and Committee remuneration and recommend members for a Review Commission
- Explore other revenue generation and funding options that are/may be available to Council to fund new initiatives.
- Assist in identifying and completing infrastructure projects
- To advise and make recommendations regarding the appointment of auditors, legal services, and insurance agents.

- To advise and recommend on procurement policies and procedures to ensure that all procurement is awarded fairly and equitably.
- To advise and make recommendations regarding the acquisition, disposal and use of all Town owned land and facilities.

**Responsible for:**

Annual Operational Budget

5 Year Capital Plan

Asset Management

Procurement Policy

Municipal Grants Bylaw and Policies

Borrowing Bylaw

Reserve Funds Bylaw

Tender and RFP creation and review

**e. Recreation and Events**

**Committee Membership:**

The Recreation and Events Committee is comprised of a minimum of 4 members

**Term of Office:** Committee members serve for the term of 4 years, concurrent of Council.

**Meetings:** The Committee will meet monthly. Additional meetings may be called at the discretion of the Chair.

**Vision:**

To encourage participation in the Town of North Rustico's recreation and community events; and to provide opportunities for all residents to engage in physical activities and community events, and to build a sense of community.

**Committee Mandate:**

The Recreation and Events Committee is responsible for providing leadership to the Council's Recreation Event file. The Committee will act as the deliverer, researcher and implementer of recreation and community events for Town.

- To advise and make recommendations on events and recreational services to ensure they are safe, accessible, diverse, and high-quality recreation opportunities.
- To advise and make recommendations related to capital and operational budgets within jurisdiction of recreation and events.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other Town Committees as required.

**Responsible for:**

Annual Canada Day and Remembrance Day Celebrations

Smoke Free Places Act

Animal Control Bylaw  
Flag Flying Policy

#### **f. Human Resources Committee**

##### **Committee Membership:**

The Human Resources Committee is a committee of the whole Council with the chair being the Mayor and Vice Chair being Deputy Mayor.

**Term of Office:** Committee members serve for the term of their election.

**Meetings:** The Committee will meet at least 4 times per year (or at the call of the Chair). All meetings will be In-Camera with the Council and as needed with the CAO.

##### **Committee Mandate:**

- to advise and make recommendations to Council on human resource issues including staffing, hiring practices, salary ranges, staff development, training, payroll and remuneration and benefits for employees of the Town and its committees, commissions, corporations or boards.
- to assist the CAO in any HR matters as requested
- to recommend the salary and benefits for the Chief Administrative Officer
- to recommend an annual evaluation process for the CAO and, when approved by Council, ensure the implementation of this process.
- To advise and make recommendations on the enhancement of the Town's workplace culture.

##### **Responsible for:**

Employee Handbook  
Code of Conduct Bylaw  
Employee Code of Conduct

#### **g. Wellness Centre Advisory Committee**

##### **Committee Membership:**

The Wellness Centre Advisory Committee is comprised of a maximum of 11 members, 9 of which are at large from the 13 Communities.

**Term of Office:** Committee members serve for the term of 4 years, concurrent of Council.

**Meetings:** The Committee will meet a minimum of 10 times per year. Additional meetings may be called at the discretion of the Chair.

##### **Committee Mandate:**

The Committee will act in an advisory capacity to the General Manager, the CAO and Town Council in matters pertaining to the services and operations of the new Wellness Centre.

The Committee will fulfill its mandate by reviewing and making recommendations to General Manager, CAO and Council regarding the following specific items:

- The Centre desired composition and functionalities including subcomponents, amenities, furnishings, equipment and services offered by the Centres to its targeted community user groups;
- National, regional and provincial event hosting opportunities;
- Operational considerations for the new Centre (e.g., policies, concurrent and multi-use issues, key result areas, rates, service levels, etc.) while maintaining the fiscal responsibilities of Town of North Rustico and the Centre;
- On-going fundraising for the Centre;
- Centre revenues and operating cost implications and;
- Centre layout and use including considering opportunities to expand, renovate, or complement existing facilities.

### Part 3 – Ad Hoc Committees

This part applies to all Ad Hoc Committees established in this policy. Ad Hoc Committees may be created to address a particular matter and the committee would be dissolved when the mandate has been completed

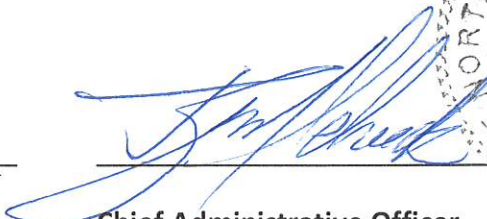
- a) The following Ad Hoc Committees have been established with composition and terms of reference as set out in this policy:



Heather McKenna



Mayor



Chief Administrative Officer

