



POLICY

Committees of Council	
Policy Number: 110-001	Supersedes Policy Number: 110-002 Committee Procedures
Effective Date: 1996-08-19 2014-12-16 2015-02-17 2018-02-20	Approval By Council (Motion Number): 19-08-96 03-12b-14 19-01-15 26-02-18

1.0 Purpose

The purpose of this policy is to outline the role and operation of Committees under the jurisdiction of the Town.

Section 26 of the *Municipal Government Act* enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

This Policy is applicable to all Committees of Council, and their appointed members, within the Town of Wolfville.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any Committee of Council established by Town Policy or Bylaw
- 4.3 **Majority** is fifty percent plus one
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

5.0 Policy

- 5.1. This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.
- 5.2. **Membership**
- 5.2.1. Applications for appointment to the Committees shall be invited by public advertisement.
- 5.2.2. The Mayor shall be an ex-officio voting member on all Committees of Council.



POLICY

- 5.2.3. Committees will be chaired by a seated member of Council unless mandated by a higher legislation.
- 5.2.4. Any citizen member on a Committee shall take a leave for one term following two consecutive terms unless no applications have been received for the expired term.

5.3. Qualifications

- 5.3.1. Committee members shall reside in the Town of Wolfville, unless otherwise approved by Council. All Committee appointments are made at the discretion of Council.
- 5.3.2. Any member on a Committee is eligible for reappointment subject to para 5.2.4.
- 5.3.3. Any member of a Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

5.4. Rules of Engagement

- 5.4.1. A majority of the members of a Committee constitutes a quorum.
- 5.4.2. All Committees shall meet at least quarterly.
- 5.4.3. Committees may move or cancel a regularly scheduled meeting with five days' notice to all members, the CAO and the public.
- 5.4.4. Special meetings of a Committee may be called by the Chair with five days' notice to all of the members and the CAO.
- 5.4.5. Subject to the principles set out in the *Municipal Conflict of Interest Act*, all Committee members present including the person presiding shall vote on a question.
- 5.4.6. Subject to Section 22 of the *Municipal Government Act*, meetings of the Committee are open to the public.
- 5.4.7. The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 5.4.8. Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.4.9. No member of a Committee shall give specific direction to any staff member at any Committee meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.



POLICY

5.4.10. A Committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

5.5. Administration

- 5.5.1. The Town Clerk shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the Policies and Procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee.
- 5.5.2. Meeting agenda shall be prepared by the Committee Chair and staff representative and shall be submitted to the Chief Administrative Officer (CAO) for review and approval.
- 5.5.3. The Town Clerk, or designate, will endeavour to have all agendas to be in the hands of Committee members, and posted for the public, at least three (3) business days before the scheduled meeting. Town Council and Committee of the Whole agendas will endeavour to be available to Committee members, and the public, by Thursday prior to a Tuesday meeting.
- 5.5.4. Agendas may be varied by an affirmative vote of the members present.
- 5.5.5. The minutes of all Committee meetings are to be recorded and shall be forwarded to the Town Clerk, or designate. The Town Clerk, or designate, shall cause copies of minutes of all Committee meetings to be available to all Councillors. All approved minutes shall be annotated as being approved once approved at a subsequent meeting.
- 5.5.6. Information or actions from a Committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.
- 5.5.7. The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
- 5.5.8. The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
- 5.5.9. The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions of the Committee Report to Council.
- 5.5.10. The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.



POLICY

5.5.11. The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the Committee.

5.6. Task Force Committees

5.6.1. Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only as long as there is a continuing need for the work of that Task Force as determined by Council.

5.6.2. In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.

6. Policy Review

This Policy will be reviewed every four years from effective/amended date.

7. Repeal and Replace

This Policy repeals and replaces Committees Procedure Policy, 110-002

CAO

2018-02-20

Date