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# Town of Mulgrave

## Committees of Council Policy

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### Title:

1. This Policy is entitled "*Committees of Council Policy*" and applies to committees established by policy of Town Council.

### Interpretation:

2. Any power conferred by this policy upon an employee of the Town of Mulgrave to authorize expenditures shall be exercised in a manner consistent with the by-laws and policies of the Town of Mulgrave.
3. Any power conferred by this policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this policy, except where the policy specifically provides otherwise for any Committee:
  - (1) Except to the extent that Committee membership is otherwise determined by statute, by-law or policy, committee membership shall be reviewed annually by Town Council within 3 months following each municipal general election or election anniversary. Council may replace Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the committee's affairs. The Mayor shall be an *ex officio* member of any Committee to which the Mayor is not appointed, with a voice but no vote.
  - (2) The members of the Committee shall be reimbursed their reasonable expenses for attending Committee meetings outside of Town, and mileage shall be paid at such rate as may be prescribed by Council as the Town's mileage reimbursement rate.
  - (3) Except to the extent that the Chair is otherwise determined by statute, by-law or policy of Council, Council may appoint a person to serve as chair of the committee, but if Council does not appoint a chair, the Committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings pursuant to the Town's by-laws or policies, with any necessary modifications for context.
  - (4) Except to the extent that the secretary is otherwise determined by statute, by-law or policy of Council, the Chief Administrative Officer or his/her designate may appoint an employee of the Town to serve as Secretary, with a voice but no vote. If the Chief Administrative Officer or his/her designate does not appoint a secretary, the Committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee. The Secretary shall keep minutes of the committee meetings.

(5) The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as Council, the Committee's Secretary, the Committee's Chair or a quorum of Committee members may set by providing notice of meeting to all Committee members at least 3 days in advance. The date, time and location of committee meetings shall be posted by the secretary at Town Hall, the local Post Office, the local Banking Institution, and posted electronically on the Town's Website.

(6) Subject to any resolution of Council, the resources which may be utilized by the Committee include:

- (a) advice and support of the Chief Administrative Officer or his or her designate;
- (b) use of the Town's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Chief Administrative Officer;
- (c) use of external services reasonably necessary to discharge the Committee's mandate, through the Chief Administrative Officer; and
- (d) such other resources as may reasonably be required, through the Chief Administrative Officer.

(7) All meetings minutes, and records of the committee shall be open to the public except as expressly authorized by statute or by-law.

(8) A quorum of the Committee shall be the same as that which applies to Council pursuant to provincial legislation, with any necessary changes for context.

(9) Subject to the other provisions of this policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Town's by-laws or policies, apply at committee meetings with any necessary modifications for context.

(10) Committee members may prepare and submit a minority report or recommendation to Council if they do not concur in a report or recommendation of the majority.

(11) In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee report or recommendation.

#### **Provisions Regarding Committee of the Whole:**

5. Council hereby confirms the establishment of the Committee of the Whole as a standing committee of Council.

6. The mandate of the Committee of the Whole is:

(1) to discuss, consider, advise and make recommendations to Council concerning the affairs of the Town of Mulgrave 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 the Committee of the Whole for its recommendations:

- (a) correspondence;
- (b) reports and recommendations from other committees of Council;
- (c) planning matters;
- (d) first or second reading of by-law enactments, amendments or repeals; and
- (e) matters which are the subject of a statutory hearing by Council.

(2) to take such other steps not inconsistent with this policy that the committee reasonably deems necessary to carry out its mandate.

7. The Chair of the Committee of the Whole is the Mayor, and the Secretary is the Chief Administrative Officer or his or her designate.

8. Subsections (1), (5) and (8) of section [4] of this policy do not apply to the Committee of the Whole.

9. The Committee of the Whole consists of all Council Members, and membership on the Committee automatically extends to Council Members, without the necessity of formal appointment by Council, and automatically terminates upon the termination of a person's status as Council Member.

10. Unless otherwise specified pursuant to section [11], regular meetings of Committee of the Whole shall be held

(1) in Town Council Chambers at the Mulgrave Town Hall;

(2) on the third Monday of every month except that there shall be no regular meeting during the months of July and August;

(3) commencing at 6:00 pm.

11. Regular meetings of Committee of the Whole may be rescheduled, relocated or cancelled, and an additional or special meeting convened in the same manner and with the same notice to members of council and the public as applies to regular meetings of Council, with any necessary changes for the context.

#### **Provisions Regarding the Audit Committee:**

12. Council hereby confirms the establishment of the Audit Committee as a standing committee of Council.

13. The Audit Committee consists of the Mayor and Town Council.

14. The mandate of the Audit Committee is:

- (1) to gather and review information as presented by the Municipal Auditor;
- (2) to take action on such matters as are lawfully delegated to it by the Municipal Government Act.
- (3) to take such other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate.

**Provisions Regarding the Recreation Advisory Committee:**

15. Council hereby confirms the establishment of the Recreation Advisory Committee as a standing committee of Council.

16. The Recreation Advisory Committee consists of five members, two of which will be members from Town Council and the remaining three members will be appointed by Council from the community at large.

(1) The members appointed shall be annual appointments subject to the review outlined in section 4 (1) of this policy and shall hold office until their successors are appointed or until they cease to be a member of council.

(2) A member appointed from the community at large who ceases to be a resident of the Town of Mulgrave shall also cease to be a member of the Committee.

17. The Council shall within two months fill a vacancy on the Committee and the person appointed shall serve the remainder of the term of office of the person he/she replaced.

18. The Committee shall be responsible to the Council and shall report to it at its regular meetings through one of the members of Council on the Committee.

19. The mandate of the Recreation Advisory Committee is:

- (1) to gather information in order to know and understand the community recreation programs that currently exist, which may involve:
  - a. meeting regularly with community groups, agencies and institutions that provide recreation facilities and activities in the community;
  - b. maintaining inventories of organization, facilities, activities, and leaders involved in the community program of recreation;
  - c. use these inventories as a basis for planning;
  - d. modify plans and policies related to recreation as the needs of residents change.
- (2) to assist, when requested, all who contribute to the community recreation program, which may involve:

- a. offering consultation, advisory services and information about programs resources;
  - b. recruiting and training volunteer community leaders;
  - c. providing a means of inter-group and inter-agency communication;
  - d. assisting groups in finding suitable facilities and other resources;
  - e. offering direct financial assistance when there is proven need, particularly for leadership training or organizational development.
- (3) to act as a communication link with other municipalities, regions, governments or provincial organizations;
- (4) to conduct activities or operate facilities that are needed but cannot be provided or operated by community groups, agencies or other institutions, which may involve:
- a. planning these activities or facilities with the full cooperation of citizens;
  - b. coordinating and utilizing existing recreation facilities;
  - c. appointing staff with clearly identified responsibilities that have an understanding of recreation theory and practice.
- (5) to administer the public funds allocated for recreation purposes in consultation with the Chief Administrative Officer or his or her designate.

**Provisions Regarding the Emergency Measures Planning & Advisory Committee:**

20. Council hereby confirms the establishment of the Emergency Measures Planning & Advisory Committee as a standing committee of Council.
21. The committee shall consist of no fewer than two members of council;
22. The Emergency Measures Planning & Advisory Committee shall include, but not be limited to, persons responsible during an emergency to provide:
- (a) income assistance;
  - (b) law enforcement
  - (c) fire-control services;
  - (d) engineering services;
  - (e) health services;
  - (f) community services;
  - (g) transportation;
  - (h) communications;
  - (i) public information;
  - (j) utilities;
  - (k) financial services;
  - (l) legal services.
23. The mandate of the Emergency Measures Planning & Advisory Committee is:
- (1) to assist the Municipal Emergency Measures Coordinator in the preparation and coordination of municipal emergency measure plans;

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- (2) advise Council on the development of municipal emergency measure plans;
- (3) present municipal emergency measures plans to Council;
- (4) brief Council on developments during a local state of emergency; and
- (5) perform such other duties as may be required by Council and/or the Provincial Emergency Measures Office.

**Other:**

24. All former Policies on Committees of Council of the Town of Mulgrave are hereby repealed and this policy is substituted therefore.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [7 Day minimum]: January 19, 2009

Date of Passage of Current Policy: February 2<sup>nd</sup>, 2009

I certify that this *Committees of Council Policy* was adopted by Council as indicated above.

*Jell Athens*  
Municipal Clerk

*February 2<sup>nd</sup>, 2009*  
Date