



**Administrative Policy # 2010-05**

**Committees of Council Policy**

**As Amended – February 5, 2018**

**General**

1. This Policy is entitled “Committees of Council Policy” and applies to committees in which voting members are Council and Citizen Members.

**Authority**

2. Section 24 of the Municipal Government Act provides the Town of Digby with the authority to establish standing, special and advisory committees. The Committees of Council Policy has been adopted by the Town of Digby pursuant to Section 24 of the Municipal Government Act.

**Policy Statement**

3. Any power conferred by this Policy upon an employee of the Town of Digby to authorize expenditures shall be exercised in a manner consistent with the By-Laws and Policies of the Town of Digby.
4. Any power conferred by this Policy upon Council shall be exercised by resolution.

**Provisions for all Committees**

5. The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
  - a) Except to the extent that Committee membership is otherwise determined by By-Law or Policy, Committee membership shall be reviewed annually by Council within 3 months following each municipal general election or election anniversary, after seeking the advice of the Nominating Committee, and 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.

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- b) The members of the Committee shall be reimbursed their reasonable expenses for attending Committee meetings, and mileage shall be paid at such rate as may be prescribed by Council as the Town of Digby's mileage reimbursement rate.
- c) Except to the extent that the Chair is otherwise determined by By-Law or Policy of Council, Council may appoint a person to serve as Chair of the Committee, after seeking the advice of the Nominating 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 of Digby's By-Laws or Policies, with any necessary modifications for context.
- d) Except to the extent that the Secretary is otherwise determined by By-Law or Policy of Council, the Chief Administrative Officer or his/her designate may appoint an employee of the Municipality 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.
- e) 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 E-mailed by the Secretary.
- f) Subject to any resolution of Council, the resources which may be utilized by the Committee include:
  - (1) Advice and support of the Chief Administrative Officer or his or her designate;
  - (2) Use of the Town of Digby's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Chief Administrative Officer
  - (3) Use of external services reasonably necessary to discharge the Committee's mandate, through the Chief Administrative Officer; and
  - (4) Such other resources as may reasonably be required, through the Chief Administrative Officer.
- g) All meetings minutes, and records of the Committee shall be open to the public except as expressly authorized by law.
- h) 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.

- i) Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Town of Digby's By-Laws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
- j) 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.
- k) 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.
- l) Where a council member is appointed to a committee, board or commission as a representative of the council, the council member's appointment ceases if and when a person ceases to be a council member.
- m) A person appointed by the council as a member of a board, commission or committee pursuant to this Policy or any other Policy or By-law of the Town of Digby, or Act of the Legislature who, without leave of the board, commission or committee, is absent from three consecutive regular meetings, ceases to be a member.
- n) Citizen members are appointed per the Town of Digby's Citizen Appointments to Committees, Commissions and Boards Policy.
- o) Advisory Board mandates and membership are governed by the Town of Digby's Citizen Advisory Committee Policy.

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

- 6. Council hereby confirms the establishment of the Committee of the Whole as a standing committee of Council.
  - a. 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 Digby 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 and/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 action on such matters as are lawfully delegated to it by the Town of Digby's By-Laws and Policies, or by Council resolution including, but not restricted to hearing appeals from the exercise of licensing and permitting powers by staff, undertaking hearings and making decisions pursuant to unsightly or dangerous premises, receiving submissions or presentations from members of the public;
  - (3) To take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.
- b. The Chair of the Committee is the Mayor and the Secretary is the CAO/Clerk.
  - c. Subsections (1), (5) and (8) of section 4 of this Policy do not apply to the Committee of the Whole.
  - d. 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.
  - e. Unless otherwise specified pursuant to section 11, regular meetings of Committee of the Whole shall be held:
    - (1) At the Council Chambers at the Town Hall, 147 First Ave. Digby;
    - (2) On the third Monday of each month
    - (3) Commencing at 6:00 PM
  - f. Regular meetings of Committee of the Whole may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council Members and the public as apply to meetings of Council, with any necessary changes for the context.

**Provisions Regarding the Nominating Committee:**

- 7. Council hereby establishes the Nominating Committee as a standing committee of Council.

- a) At the first meeting of Council following a municipal general election, Council shall appoint the Mayor and Two (2) additional Council Members to serve as members of the Nominating Committee and the membership of the Committee may be reviewed by Council at any time, but, except to the extent of any changes made by Council or by resignation, membership shall continue until the next municipal general election.
- b) The mandate of the Nominating Committee is:
  - (1) To discuss, consider, advise and make recommendations to Council concerning the nomination of persons to various committees, boards and commissions to which Council appoints or may appoint members, 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;
- c) Council may, by resolution, accept, reject or vary a report of the Nominating Committee in whole or in part.

**Provisions Regarding the Executive Committee:**

**8.** Council hereby establishes the Executive Committee as a standing committee of Council.

- a) The Chair of the Committee is the Mayor.
- b) The Executive Committee shall consist of the Mayor, the Deputy Mayor and one (1) other Council Member appointed by Council.
- c) The mandate of the Executive Committee is:
  - (1) To review and set the Agenda for Committee of the Whole, which setting of the Agenda shall not preclude a Council Member from raising other business at any regular meeting;
  - (2) To conduct the annual performance appraisal of the Chief Administrative Officer in accordance with the Municipality's Personnel Policies;
  - (3) To authorize disciplinary action against the Chief Administrative Officer and report same to Council at its next meeting;
  - (4) To give advice to the Chief Administrative Officer on matters in which political advice is sought in regards the likelihood of Council support for alternative possible courses of action, including, but not limited to, advice in regards contract or other negotiations with third parties, which advice shall not bind Council;
  - (5) To act as Council's representative in negotiations or meetings, at the request of the Chief Administrative Officer;

- (6) Such other duties as are lawfully assigned to the Committee by the Town of Digby's By-Laws and Policies, or by Council resolution.

**Provisions Regarding the Audit Committee:**

9. Council hereby establishes the Audit Committee as a standing committee of Council as required by Section 44 of the Municipal Government Act.
  - a. The Audit Committee Terms of Reference are as outlined in the Audit Committee Terms of Reference Policy

**Provisions Regarding the Budget Committee:**

10. Council hereby establishes the Budget Committee as a standing committee.
  - a) The Budget Committee consists of the entire Council including the Mayor
  - b) The mandate of the Budget Committee is to meet as required to:
    - (1) Review annual operational budget with Chief Administrative Officer, review revenue and expenditures as prepared and recommended by the Chief Administrative Officer and Senior Staff. Recommend to Council the Operating Budget.
    - (2) Review 5 year Capital Investment Plan with Chief Administrative Officer, review revenue including any necessary borrowing and expenditures as prepared and recommended by the Chief Administrative Officer and Senior Staff. Recommend to Council the Capital Investment Plan.

**Provisions Regarding the Civic Numbering Committee:**

11. Council hereby establishes the Civic Numbering Committee as an ad hoc committee.
  - a) The Civic Numbering Committee consists of the three (3) members of Council.
  - b) The mandate of the Civic Numbering Committee is to meet as required to:
    - (1) Review with the Chief Administrative Officer the civic numbering of the Town of Digby to ensure that it is consistent with Provincial Regulations and guidelines surrounding Civic Numbers and the 911 emergency systems, and that NSCAF is updated as required.
    - (2) Recommend to Council any changes that may be required as it relates to Street name changes and Civic number changes.

**Provisions Regarding the Establishment of Ad Hoc Committees:**

12. Council may establish Ad Hoc Committees by resolution.

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- a) Membership of ad hoc committees may be comprised of Council members, and Citizens as voting members and staff members as ex-officio members.
- b) Ad hoc committees will:
  1. Be determined as issues dictate and shall be added to Schedule “A” of this Policy
  2. Be provided with a mandate specific to their cause;
  3. Exist until their termination date or until their mandate has been achieved;
  4. Report and submit recommendations to Council.

### **Provisions Regarding the Appointment of Council/Citizen Members to Boards, Commissions, and Authorities:**

**13.** Council may make appointments to Boards, Commissions, and Authorities as required by legislative responsibilities, Intermunicipal Corporations and Agreements.

- a) These Boards, Commissions, and Authorities are governed by their respective By-laws and Policies.

### **Provisions Regarding the Appointment of Council Members to Boards or Committees of Registered Associations and Societies:**

**14.** Council may at its discretion appoint a council member by resolution to a committee or board of a registered Association and Society if:

- a) The Association or Society offers projects ,programs, services or events which have demonstrated need in the community and which provide benefits to Digby’s residents; exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or events;
- b) Are guided by a strong and committed board, dedicated to fiscal responsibility, professionalism and effectiveness; promote volunteer participation and citizen involvement; and use new approaches and techniques in the solution of community needs.
- c) Council receives a written request for representation from the Association or Society: and
- d) Can provide proof of adequate Directors and officers Insurance.

### **Provisions for Schedule “A”:**

**15.** Participation and membership of all Committees, Boards, Commissions, and Authorities contained within this policy are identified on Schedule “A”, Amendments to Schedule “A” in regards to Sections 11, 12 and 13 of this Policy are determined by Council Resolution.

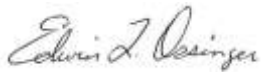
**Clerk's Annotation for Official Policy Book**

Date of Notice: **May 17, 2010**

Date of adoption: **June 07, 2010**

Policy effective date: **July 01, 2010**

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



**Clerk**

**June 08, 2010**

**Date**

**Clerk's Annotation for Official Policy Book**  
**Amendments**

Schedule "A" Amended – January 19, 2015



**Clerk**

**January 20, 2015**

**Date**

Policy Amended-December 5, 2016

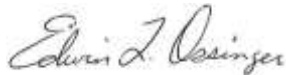


**Clerk**

**December 7, 2016**

**Date**

Schedule "A" Amended – January 02, 2018

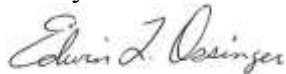


**Clerk**

**January 02, 2018**

**Date**

Policy Amended - December 5, 2016



**Clerk**

**February 5, 2018**

**Date**



**SCHEDULE “A”**

**Standing Committees**

- (1) Committee of the Whole:  
# Of Appointees: Full Council including Mayor
- (2) Nominating Committee:  
# Of Appointees: Mayor and Two (2) Council Members
- (3) Executive Committee:  
# Of Appointees: Mayor, Deputy Mayor and one (1) Councillor
- (4) Audit Committee:  
# Of Appointees: Mayor and Two (2) Council Members and one (1) citizen Member, CAO and Director of Finance Ex-Officio
- (5) Budget Committee:  
# Of Appointees: Full Council including Mayor

**Ad-Hoc Committees**

- (1) Civic Numbering Committee:  
# Of Appointees: Three (3) Council Members
- (2) Age Friendly Committee:  
# Of Appointees: One (1) Council Member
- (3) Shared Services Committee:  
# Of Appointees: Three (3) Council members, CAO Ex-Officio
- (4) Joint Highway 101 Task Force Committee  
# Of Appointees: Two (2) Council members, CAO Ex-Officio

**Boards, Commissions and Authorities**

- (1) Tideview Board  
# Of Appointees: One (1) Council member and two (2) Citizen Members
- (2) Digby Development Agency (Industrial Commission)  
# Of Appointees: Mayor and one (1) Council member, CAO Ex-Officio
- (3) Western Regional Library Board  
# Of Appointees: One (1) Council member
- (4) Digby Library Board

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- # Of Appointees: WR Library Board appointee, CAO Ex-Officio
- (5) Western Regional Solid Waste Authority (Waste Check)  
# Of Appointees: Two (2) Council members, CAO Ex-Officio
- (6) Digby Regional Waste Committee  
# Of Appointees: Waste Check appointees,
- (7) Western Regional Enterprise Network (WREN) Liaison and Oversight Committee  
# Of Appointees: One (1) Council member, CAO Ex-Officio
- (8) Digby Area Recreation Commission  
# Of Appointees: Two (2) Council members, one (1) Citizen Member.
- (9) Digby Water Commission  
# Of Appointees: Mayor and one (1) Council member, Three (3) residents of the Town or any area of the Municipality of the District of Digby that receives services from the Commission.
- (10) REMO Advisory Committee  
# Of Appointees: Mayor and one (1) Council Member

### **Registered Associations/Societies:**

- (1) Digby Area Tourism Association  
# Of Appointees: (1) Council member.
- (2) Digby Harbour Port Association  
# Of Appointees: (1) Council member
- (3) RCMP Senior Safety Board  
# Of Appointees: Two (2) Council members, (1) Citizen Member