



## MUNICIPALITY OF THE COUNTY OF PICTOU COMMITTEES OF COUNCIL POLICY

In accordance with Section 23(1) (c) of the Municipal Government Act, being Chapter 18 of the Revised Statutes of Nova Scotia, 1998, the Municipal Council for the Municipality of the County of Pictou hereby enacts a policy with respect to committees of Council as follows:

### 1. POLICY

1.1. The Council hereby establishes the following standing committees:

- 1.1.1. Committee of the Whole Council.
- 1.1.2. Executive Committee.
- 1.1.3. Financial Services Committee.
- 1.1.4. Property Services Committee.
- 1.1.5. Audit Committee.

### 2. NOMINATIONS

2.1. The Financial Services Committee shall nominate:

- 2.1.1. at the regular November meeting of the Council, the members to all standing committees and other committees for a period of one year unless otherwise specified by the terms of reference for that committee.
- 2.1.2. at the regular November meeting of the Council, the members to all boards and commissions where a vacancy exists due to the expiration of the term of office of any such member, and the Municipality is authorized to fill such vacancy.
- 2.1.3. at the April meeting of the Council appoint citizen representatives to Committees or to district and county offices as are required by By-Laws or Statutes of Nova Scotia, for a period of ~~one~~ **two** years.

2.2. Notwithstanding anything in this policy, in any election year, at the regular November meeting, the Warden shall appoint a nominating committee consisting of three

members of Council as a special committee of Council and the nominating committee at that meeting shall nominate all members of the standing committees of Council.

- 2.3. Every such nomination shall be subject to the approval of the Council, to be determined at the meeting at which such nomination is presented, unless otherwise expressly provided, and the Council may reject any nominee of the Financial Services Committee and appoint another in his stead.
- 2.4. If any Councilor appointed a member of a standing committee, or a committee other than a standing committee, ceases to be a Councilor, he shall thereupon cease to be a member of such Committee, and the Financial Services Committee shall, subject to the approval of the Council, appoint another to fill the vacancy for the remainder of the term.
- 2.5. A vacancy happening in respect of any member appointed by the Council, or any board or commission, may be filled by resolution of the Council, at any meeting, and without giving any notice of motion.
- 2.6. The Council may, by a majority vote, remove any member of a committee, or any member of a board or commission, which it has power to appoint.

### **3. SPECIAL COMMITTEES (Ad-HOC)**

- 3.1. A special committee consisting of at least three members may be appointed from time to time, for the purpose of inquiring into and reporting upon any matter referred to such committee by resolution of the Council.
- 3.2. It will be the duty of all committees to report on matters referred to them by the Council. The report shall be in writing, signed by the Chairman or a majority thereof. If the committee is not unanimous, the minority may submit a separate report. Such reports shall be filed in a convenient form and be preserved as part of the records of the proceedings of the Council.
- 3.3. A number of three members or a majority of members of each special committee, whichever is the greater, shall form a quorum of such committee.
- 3.4. The Warden shall be a member ex-officio of all special committees and shall be entitled to vote at any meeting thereof.

### **4. COMMITTEE STRUCTURE**

- 4.1. Except for the Executive Committee, the standing and special committees of Council shall elect a Chair and a Deputy Chair from among their members.
- 4.2. The standing and special committees of the Council may constitute such subcommittees as they deem necessary to the proper discharge of their duties.
- 4.3. A majority of members of each committee shall form a quorum of each committee.
- 4.4. Every standing committee shall determine the time and place of the regular meetings of such committees, provided, however, that the Chairman may call other meetings of such committee at such time and place as he deems advisable.
- 4.5. If the Chairman determines that a quorum of the Committee will not be present for any meeting of the committee to be held as provided in subsection (2) of this section, he may name another day for the holding of such meetings or may cancel such meeting.

## **5. EXECUTIVE COMMITTEE**

- 5.1. The Executive Committee shall consist of the Warden, who shall be Chairman, and all members of Council.
- 5.2. The Clerk shall act as secretary of the Executive Committee.
- 5.3. The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.
- 5.4. If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held, as provided in subsection (3) of this section, he may name another day for the holding of such meeting or may cancel such meeting.
- 5.5. The Executive Committee shall consider and report on matters arising in relation to the following subjects:
  - 5.5.1. community economic development.
  - 5.5.2. emergency measures;
  - 5.5.3. human resources matters, including:
    - 5.5.3.1. *negotiating, for later ratification by Council, any labor contracts with employees of the Municipality, or their representatives.*

5.5.3.2. *dealing with all labor-related issues, including employee grievances, under any collective agreement or otherwise.*

5.5.3.3. *dealing with any other personnel-related issues.*

5.5.3.4. *any other matters as from time to time are assigned to it by Council or committees of Council.*

5.6. For greater clarity, to fulfill its mandate, the Committee may engage any expertise required.

## **6. FINANCIAL SERVICES COMMITTEE**

6.1. The Financial Services Committee shall consist of all members of Council.

6.2. The Clerk shall act as Secretary of the said Committee.

6.3. The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.

6.4. If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held as provided in subsection (3) of this section, he may name another day for the holding of such meetings or may cancel such meeting.

6.5. The Financial Services Committee shall consider and report on matters arising in relation to the following subjects:

6.5.1. all financial matters, in accordance with governing legislation.

6.5.2. drafts of by-laws, policies as provided for in the Municipal Government Act, agreements, easements, leases, and any other documents or any other matter of legal nature;

6.5.3. proposals and suggestions for amendments and additions to by-laws, policies as provided for in the Municipal Government Act, and enactments of the Legislature relating to municipal affairs;

6.5.4. all matters relating to the issue of licenses of every nature or kind in the Municipality.

6.5.5. nominations.

6.5.6. recreation.

6.5.7. Report of monthly activities of the Warden

6.5.8. any other matters as from time to time may be assigned to it by Council or committees of Council.

## **7. PROPERTY SERVICES COMMITTEE**

7.1. The Property Services Committee shall consist of all members of Council.

7.2. The Clerk shall act as Secretary of the Property Services Committee.

7.3. The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.

7.4. If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held, as provided in subsection (3) of this section, he may name another day for the holding of such meeting or may cancel such meeting.

7.5. The Property Services Committee shall consider and report on matters arising in relation to the following subjects:

7.5.1. municipal services;

7.5.2. all matters relating to land and buildings owned or under the control of the Council with which the Council is authorized to deal with under the by-laws or Statutes of Nova Scotia, and which the Council has not assigned to any other committee;

7.5.3. wastewater management;

7.5.4. building inspection;

7.5.5. Fire Inspection

7.5.6. by-law enforcement;

7.5.7. dog control;

7.5.8. Emergency Services Department

7.5.9. any other property services-related matters or such other matters as from time to time are assigned to it by Council or committees of Council.

## **8. AUDIT COMMITTEE**

8.1. The purpose of the Audit Committee is to provide advice to the Council on matters relating to audit and finance.

8.1.1. The Audit Committee shall fulfill the requirements as outlined in Section 44 of the Municipal Government Act; and

8.1.2. The Audit Committee shall assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

8.2. The Audit Committee shall consist of eight (8) members, five (5) of which shall be members of the Municipal Council.

8.3. The Members of the Audit Committee shall be appointed by the Council as follows:

8.3.1. Warden

8.3.2. Deputy Warden

8.3.3. The chair of the Financial Services Committee

8.3.4. Two Council members

8.3.5. Three (3) citizen members appointed at large.

8.4. The term of each appointment shall be two (2) years.

8.5. The Chair and Vice-Chair shall be elected annually in November, by the Members.

8.6. The Audit Committee shall:

8.6.1. review the qualifications, independence, quality of service and performance of the External Auditors annually; and

8.6.2. recommend to the Council the appointment or discharge of the External Auditors;

8.6.3. carry out the responsibilities of the Audit Committee as outlined in subsection 44 (2) of the Municipal Government Act , including:

*8.6.3.1. reviewing, in detail, the financial statements of the Municipality with the External Auditors,*

*8.6.3.2. evaluating internal control systems and management letters with the External Auditors,*

*8.6.3.3. reviewing the conduct and adequacy of any internal audit undertaken,*

*8.6.3.4. reviewing matters arising out of any internal audit that require further Investigation, and*

*8.6.3.5. undertaking other actions determined by the Council to be the duties of the Audit Committee; and*

*8.6.3.6. review with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.*

8.7. The Audit Committee shall:

8.7.1. review with Finance management the financial forecast and performance indicators to be presented to the Council;

8.7.2. review annually the debt and interest risk management activities proposed for the upcoming year by management;

8.7.3. review annually with Finance management and report to the Council on the appropriateness of financial accounting policies, disclosures and forecasts.

8.7.4. ensure the adequacy and effectiveness of the systems of internal control in relation to financial controls and risk management as established by Administration;

- 8.7.5. review with management, risk management and financial implications coming from such risk and implications, including: Environmental, Human Resources, Operational and the insurable risks and insurance coverage strategy of the Municipality; and
- 8.7.6. review, as required, any other policies, procedures, forecasts, reports or process as agreed to mutually by the CAO and the Committee.
- 8.8. The Audit Committee shall review and make recommendations on proposals coming to the Council outside of the annual budget or tender process including:
  - 8.8.1. new programs or services not yet approved or funded;
  - 8.8.2. programs or services that are being substantially altered;
  - 8.8.3. proposed changes in any operating or project budget items;
  - 8.8.4. the commitment of funds where there is insufficient approved budget;
  - 8.8.5. new or increased capital projects not within the approved budget;
  - 8.8.6. increases in project budget due to cost sharing; and
  - 8.8.7. the creation or modification of reserves and withdrawals not approved in the approved budget.
- 8.9. The Audit Committee shall meet no less than four (4) times annually or as determined by the Committee.

## **9. GENERAL**

- 9.1. Administrative and meeting procedures shall be in accordance with the policies established by the Municipal Council.
- 9.2. The Council may at any time, by resolution, amend or add to the committee structure of the Council as herein established.
- 9.3. All former policies heretofore enacted with respect to committees of Council are hereby repealed.