

Policy 2014.1 Committees

A. Standing Committees

1. Terms of Reference

1.1 "Standing Committees" are committees of the Council established for the purpose of considering matters of ongoing nature and they usually have a continuing responsibility in those areas. Membership on standing committees normally comprises members of council and residents of Hanwell.

1.2 Composition: Standing committees shall consist of a minimum of five (5) members appointed by the Mayor or as otherwise prescribed by Council by resolution. Unless otherwise specified, the Mayor shall designate one of the committee council members to be chairperson and one councillor to be vice-chairperson. Council shall appoint the remaining members based on the recommendation of the committee chairperson. The Mayor is ex-officio a member of every committee.

1.3 General Mandate and Responsibilities: Each standing committee shall serve in an advisory capacity to the Mayor and Council and shall carry out the responsibilities assigned to it by this Policy and shall carry out such other responsibilities as may from time to time be referred to it by the Mayor and Council.

1.4 Term: Except as otherwise provided, the term of appointment for standing committee members shall be for one year and members are eligible for reappointment.

1.5 Attendance: When a committee member fails to attend three consecutive regular meetings of the committee or four meetings in a twelve month period, the member shall be replaced.

1.6 Quorum: The chairperson or vice-chairperson and any two other members shall constitute a quorum for the purpose of conducting a meeting of a Standing Committee.

1.7 Procedures: Each committee chair will provide an agenda to committee members at every committee meeting. Rules of Order may be as decided by the committee, and formal rules of order need not be followed. Proper decorum is expected at all meetings.

1.8 Notice: Each committee chairperson shall provide the Clerk with the date of the next meeting so that proper public notice may be given.

1.9 Location: The location of each meeting shall be determined in advance and shall normally be in the Council chamber.

1.10 Plans: Each standing committee shall develop short and long-term plans, including the fiscal aspects thereof respecting the services of Council and shall develop policies for consideration by Council.

1.11 Applicable Legislation: Each standing committee shall ensure adherence to any applicable legislation (provincial or otherwise) prior to making any recommendation or advice to Council.

1.12 Reporting: Each standing committee shall report its activities to Council at every regular meeting of Council. Only the chair or vice-chair of the committee shall speak on behalf of the committee.

2. Finance Committee:

2.1 There shall be a standing committee called the Finance Committee composed of members of Council and the Treasurer.

2.2 Responsibilities of the Finance Committee:

- (a) Receive, review, and co-ordinate the estimates of revenue and expenditures for the year for recommendation to Council;
- (b) Consider all requests for expenditures in excess of those provided for in the annual budget and report to Council with recommendations;
- (c) Study, provide advice, and recommend to Council on all matters regarding capital funding;
- (d) Co-ordinate the development of short and long-term financial planning for Council;
- (e) Monitor financial management services;
- (f) Ensure that the acquisition and disposal of property is carried out within the terms of policy directives issued by Council.

3. Planning Advisory Committee

3.1 There shall be Planning Advisory Committee composed of members of Council and residents of Hanwell who receive their planning, development and building inspection services from Regional Service Commission 11. This committee is not to be confused with the Planning Review and Adjustment Committee (PRAC) which is a statutory committee appointed pursuant to the Provisions of the *Community Planning Act* with specific legislated duties outlined under that Act.

3.2 Responsibilities of the Planning Advisory Committee:

- (a) Review and provide recommendations to Council on Rural Plan revision By-Law requests as submitted to the Planning Division of RSC 11 after first or second reading;
- (b) Review and provide advice on the Rural Plan for Hanwell;
- (c) Receive regular financial reports on community planning and provide advice and reaction to the Mayor and Council in this regard.

4. Recreation Committee

4.1 There shall be a Recreation Committee composed of members of Council and residents of Hanwell.

4.2 Responsibilities of the Recreation Committee:

- (a) Provide a comprehensive recreation plan for the community;
- (b) Identify community priorities for recreational facilities;
- (c) Identify community priorities for recreational services;
- (d) Work with community associations to develop and implement recreational facilities and services;
- (e) Make recommendations regarding the annual budget for recreation;
- (f) Make recommendations regarding grants given to community groups.

5. Emergency Planning Committee

5.1 There shall be a Emergency Planning Committee composed of members of Council and residents of Hanwell.

5.2 Responsibilities of the Emergency Planning committee:

- (a) Provide a comprehensive Emergency Measures Plan for the rural community of Hanwell;
- (b) Work with the Department of Public Safety Emergency Management co-ordinator for our area to ensure that the Hanwell Emergency Measures Plan is in alignment with the provincial requirements;
- (c) Create a map of local areas and identify/recruit residents that are willing to respond within their designated area in times of emergencies;
- (d) Working with staff ensure that items needed for the EM Plan team are available and that associated costs are budgeted and submitted to Council as part of the budget cycle.

B. Special or Select Committees

1. Pursuant to the provisions of its By-Laws Council may from time to time appoint special or select committees to undertake specific tasks. When Council appoints such a committee it shall define its mandate and terms of reference, its composition, its reporting relationship to Council, and its duration.

2. Examples of special committees which Council may consider would include:

- (a) Policy Committee
- (b) Communications Committee
- (c) Hanwell Days Committee
- (d) School Committee

