

## 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 meeting 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 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 municipal office.

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 Finance Committee composed of the Mayor (Chair), Deputy Mayor, members of Council, Clerk/Treasurer and Assistant Clerk

2.2 The mandate and responsibilities of the Finance Committee:

- (a) Provide direction on financial and administrative practices;
- (b) Identify goals by developing and implementing the short-term and long-term plans of the municipality;
- (c) Provide advice to Council relating to the finances of the municipality;
- (d) Oversee and develop annual operating and capital budgets;
- (e) Recommend a budget process that allows for public consultation;
- (f) Review budget items for transparency and accountability;
- (g) Make recommendations to Council on all matters associated with tax rates;
- (h) Review financial reports and statements;
- (i) Review and make recommendations related to employee compensation and benefits;
- (j) Consider all request for expenditures in excess of those provided in the annual budget, and report to Council with recommendations;
- (k) Oversee the expenditures of Council;
- (l) Make recommendations to Council to authorize the issuance of debentures;
- (m) Ensure that the acquisition and disposal of property is carried out within the terms of policy directives issued by Council.

2.3 The Finance Committee will meet quarterly or as required.

## **3. Planning Management Committee**

3.1 There shall be a Planning Management 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 The mandate and responsibilities of the Planning Management Committee:

- (a) Work with RSC11 in the areas involved in land use planning, zoning changes, and By-Laws;
- (b) Ensure that By-Laws are developed to fit our community;
- (c) Review existing By-Laws based on the input from the community or from Council to ensure that the By-Laws are working as intended;

- (d) Look at other communities to see if there are By-Laws being used elsewhere that would work well for the needs of our community;
- (e) Work with staff in regards to street lighting inquiries and investigation;
- (f) Discuss any other issues that may arise from Council or from RSC11 that would pertain to planning management;

3.3 The Planning Management Committee will meet monthly or as required.

#### **4. Emergency Measures Committee**

4.1 There shall be an Emergency Measures Committee composed of members of Council and residents of Hanwell.

4.2 The mandate and responsibilities of the Emergency Measures Committee:

- (a) Keep the Emergency Plan for Hanwell current and up-to-date;
- (b) Consult with the department of Public Safety's Emergency Management Co-ordinator for our areas to ensure that the Hanwell Emergency Plan is in alignment with the provincial requirements;
- (c) Co-ordinate with staff ensuring that the associated cost are budgeted and submitted to Council as part of the budget cycle.

4.3 The Emergency Measures Committee will meet monthly or as required.

#### **5. Communication Committee**

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

5.2 The mandate and responsibilities of the Communication Committee:

- (a) Reach out to the community through social media;
- (b) Provide advice to Council on the content of the municipal website;
- (c) Manage and oversee the production of the Hanwell Herald newsletter with a minimum of four issues per year;
- (d) Promote Council events;
- (e) Oversee the use of Hanwell's brand.

5.3 The Communication Committee will meet every 3 months (Nov, Feb, May, Aug) or as required

## **6. Facilities Committee**

6.1 There shall be a Facilities Committee composed of the Mayor (Chair), Deputy Mayor, members of Council, Clerk/Treasurer, and Assistant Clerk.

6.2 The mandate and responsibilities of the Facilities Committee:

- (a) Advise Council on the need and priorities for background studies and research;
- (b) Provide progress reports and presentations to Council
- (c) Provide strategic direction into, and oversee, the acquisition or disposal of property;
- (d) Provide strategic direction into, and oversee, the development of capital plans;
- (e) Ensure that facilities are appropriately utilized and maintained in a cost-effective manner.

6.3 The Facilities Committee will meet quarterly or as required.

## **7. Parks and Recreation Committee**

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

7.2 The mandate and responsibilities of the Parks and Recreation Committee:

- (a) Develop a comprehensive plan to provide residents of Hanwell with a system of community and neighbourhood parks by developing specific plans for each proposed park that addresses such things as land acquisition, physical park design (playgrounds, trails etc) and the policy for use;
- (b) Develop a policy for operational use as well as a multi-year plan for maintenance and upgrades on existing parks, and ensure that the parks are being properly developed and maintained;
- (c) Make recommendations regarding recreation and leisure services as per the Recreation and Leisure Master Plan regarding to services that exist or may be needed;
- (d) Identify community priorities for recreation services;
- (e) Plan and implement recreation and leisure activities/events on an interim basis in collaboration with the Clerk;
- (f) Review and make recommendations to Council regarding any and all applications for grants, licences, permits, written material, and notices of activities, social media, and website content as they pertain to parks and recreation;
- (g) Work with community associations to develop and implement services pertaining to parks and recreation;
- (h) Make recommendations regarding the annual budget for parks and recreation.

7.3 The Parks and Recreation Committee will meet monthly or as required.

**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 relation to Council, and its duration.
2. Examples of special committees which Council may consider would include:
  - (a) Policy Committee
  - (b) Hanwell Days Committee
  - (c) School Committee



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Clerk's Signature Melanie Just

