



Policy # 2014-01

## Committee Policy

Policy Objective: Committees are setup to investigate subjects that are within their stated mandate, and to report back to council with recommendations.

### 1. Definitions of Committees

- a) **Committee of the Whole:** functions discussion-orientated meeting with all members of council and staff where matters are discussed and then given approval at future council meetings.
- b) **Mandated Committee:** functions as an advisory body to the Hanwell Rural Community as mandated by the Local Governance Act, SNB 2017, c.18
- c) **Special, Ad-hoc, or Select Committees:** functions as an advisory body to council to undertake specific tasks or a specific event. 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.
- d) **Standing Committee:** functions as an advisory body to the council as a whole in reviewing such matters as specified within the committee's mandate with respect to responsibilities and formulating recommendations. Standing committees may also be requested to review or investigate subjects that are outside its mandate, if directed to do so by council.
- e) **CSRC** is the Capital Regional Service Commission of New Brunswick (formerly Regional Service Commission 11), as designated under the New Brunswick Regional Service Delivery Act, RSNB 2012, c.37

### 2. Terms of Reference

- a) **Term:** Except as otherwise provided, the term of appointment for committee members shall be for one year and members are eligible for reappointment.
- b) **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.
- c) **Procedures:** Each committee chair will provide an agenda to committee members at every committee meeting. Formal rules of order need not be followed. Proper decorum is expected at all meetings.

- d) **Notice:** Each committee chairperson shall provide the Clerk with the date of the next meeting so that proper public notice may be given.
- e) **Location:** The location of each meeting shall be determined in advance and shall normally be in the municipal office.
- f) **Plans:** Each committee shall develop short and long-term plans, including the fiscal aspects thereof, respecting the services of the treasurer.
- g) **Public Committee Member:** A member of the public who has joined a Committee.
- h) **Applicable Legislation:** Each committee shall ensure adherence to any applicable legislation (provincial or otherwise) prior to making any recommendation or advice to council.
- i) **Reporting:** Each committee shall provide a report of 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. These reports will be made available on our website under Committees.

### 3. Requirements for Public Committee Members

- a) Special and Select Committees may include members of the public. Any person interested in joining these committees.
- b) Public committee members shall support the Hanwell Rural Community in all matters fairly, impartially, transparently, and in a professional manner, inside and outside of Committee meetings, including on social media.
- c) Public committee members shall not represent council and the Hanwell Rural Community in an ill manner; the member understands they are on the committee for the betterment of the Hanwell Rural Community.
- d) Breaches that have been noted by the committee chair may mean dismissal of the public committee member from their committee(s), after a recommendation of dismissal by council.

### 4. Committees of the Whole:

#### A. Finance Committee

There shall be a Finance Committee composed of the mayor (Chair), deputy mayor, members of council, CAO, treasurer, and clerk.

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.

The Finance Committee will meet quarterly or as required.

## **B. Infrastructure and Parks Management Committee**

There shall be an Infrastructure and Parks Management Committee composed of the mayor (Chair), deputy mayor, members of council, CAO, clerk, and recreation director.

The mandate and responsibilities of the Infrastructure and Parks Management Committee:

- a) Work with CRSC in the areas involved in land use planning, zoning changes, and By-Laws;
- b) Work with staff in regard to street lighting inquiries and investigation;
- c) Develop a comprehensive plan to provide residents of Hanwell Rural Community 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;
- d) Ensure that the parks are being properly developed and maintained;
- e) Discuss any other issues that may arise from council or from the Capital Regional Service Commission that would pertain to planning management;
- f) Determine the needs and priorities for background studies and research;
- g) Discuss strategic direction into, and oversee, the acquisition or disposal of property;
- h) Discuss strategic direction into, and oversee, the development of capital plans;
- i) Ensure that facilities are appropriately utilized and maintained in a cost-effective manner.

The Infrastructure and Parks Management Committee will meet as required.

## **5. Mandated Committee**

### **A. Emergency Measures Organization Committee**

There shall be an Emergency Measures Organization Committee composed of the CAO/Treasurer, staff, members of council, and members of the public.

The mandate and responsibilities of the Emergency Measures Committee:

- a) Keep the Emergency Plan for Hanwell Rural Community current and up-to-date;
- b) Consult with the department of Public Safety's Emergency Management Coordinator for our areas to ensure that the Hanwell Rural Community 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.

The Emergency Measures Committee will meet monthly or as required.

## **6. Special/Ad-Hoc Committees**

### **A. Age Friendly**

There shall be an Age Friendly Committee composed of members of council and residents of Hanwell Rural Community.

The mandate and responsibilities of the Age Friendly Committee:

- a) Develop surveys and evaluations to learn what is needed in the community and what barriers might exist;
- b) Promote awareness about the needs and benefits of our residents to become an Age Friendly Community;
- c) Research other municipalities to see what is successful in their areas;
- d) Implement an action plan with short-term and long-term goals and develop a system to monitor the progress;
- e) Ensure information and communication is readily available to residents;
- f) Research grant funding for various projects;
- g) Provide recommendations to council for budget preparation.

The Age Friendly Committee will meet monthly or as required.

### **B. Environmental Stewardship Committee**

There shall be an Environmental Stewardship Committee composed of members of council and residents of Hanwell Rural Community who will characterize the environmental features of the rural community so that we have an inventory of our natural spaces, especially sensitive features like watercourse, wetlands, intact forest, agricultural land (abandoned or fallow), lake and river shorelines, known wildlife habitats, etc.

The mandate and the responsibilities of the Environmental Stewardship Committee:

- a) Review the infrastructure management plans that are currently in place in Hanwell Rural Community to determine their natural sustainability and whether or not there should be improvement in that regard;
- b) Review land use in present and future recreation properties of the municipality to identify potential for existing regulatory compliance issues (i.e. WAWA regs, endangered species regs etc.);
- c) Be dedicated to using land management best practice on all RC properties so as to be a model for residents and businesses;
- d) Work with the communication committee to create messages to the public about the municipalities dedication to the protection of the environment in Hanwell Rural Community.

The Environmental Stewardship Committee will meet monthly.

**C. Rural Plan Review Committee**

There shall be a Rural Plan Review Committee composed of members of council and residents of Hanwell Rural Community who receive their planning, development and building inspection services from CRSC. 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.

The mandate and responsibilities of the Rural Plan Review Committee:

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

The Rural Plan Review Committee will meet as determined by CRSC.

**7. Standing Committees**

**A. Governance Committee**

There shall be a Governance Committee composed of members of council and staff.

The mandate and responsibilities of the Governance Committee:

- a) Ensure that by-laws are developed to fit Hanwell Rural Community;
- b) Review existing by-laws based on the input from residents of Hanwell Rural Community, per the suggestions policy, or from council to ensure that the by-laws are worked as intended;
- c) Look at other communities to see if there are by-laws being used elsewhere that would work well for the needs of our community.

The Governance Committee will meet as required.

Original Date of Adoption by Council: September 18, 2014

Date of Revision Approved by Council: December 14, 2016

Date of Revision Approved by Council: November 8, 2017

Date of Revision Approved by Council: June 15, 2023

Mayor's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_



