

COUNCIL POLICIES AND PROCEDURES

SECTION - B

POLICY ON COMMITTEES OF COUNCIL

SUBJECT: Policy on Citizen Advisory Committees Number B-12

APPROVAL DATE: July 14, 2004

PREAMBLE: The Municipality of the District of Guysborough has established a committee system to aid in the process of governance. The primary functions of a committee are:

- development of by-law and policy alternatives and their implications including advantages and disadvantages, cost implications, process, etc., and;
- consideration, development and reporting on the need and demand for services, by-laws and policies within and for the Municipality.

TERMS:

1. This Policy is entitled “Citizen Advisory Committees Policy” and applies to Advisory Committees which include members who are not Council Members.
2. Any power conferred by this Policy upon an employee of the Municipality of the District of Guysborough to authorize expenditures shall be exercised in a manner consistent with the By-laws and Policies of the Municipality of the District of Guysborough.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
 - a. The provisions of Section 4 of the Policy on Committees of Council shall apply except to the extent otherwise specified in this Policy.
 - b. The citizen representatives (non-Council Members) on the Committee shall be paid an honorarium as well as mileage and meals where applicable at a rate that in effect at the

time of the meeting or at a rate as otherwise determined by Council.

- c. The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Secretary, the Chair or a quorum of Committee members may set by mailing a notice of meeting to all Committee members at least 7 days in advance.
- d. The Committee shall not utilize external services or otherwise commit the Municipality of the District of Guysborough to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by the Committee.

Provisions Regarding Planning Advisory Committee

5. Council hereby establishes the Planning Advisory Committee as a standing committee of Council.
6. The mandate of the Planning Advisory Committee is:
 - a. to gather information;
 - i. to prepare municipal development plans and zoning by-laws for the Municipality, in consultation with relevant authorities, to be presented to Council for final approval;
 - ii. to diligently follow steps laid out by the Province of Nova Scotia for adoption of municipal development plans and zoning, in so far as the steps relate to the present case;
 - iii. to be thoroughly familiar with the applicable legislation to ensure that all terms of the MGA are complied with fully, including provisions for notices, etc.;
 - b. to carry out public consultation;
 - i. to meet with provincial government officials to discuss matters relevant to planning;
 - ii. to adopt a public participation program and to hold public meetings as required by the MGA prior to submitting the development plan and by-law and any amendments therein for approval.
 - c. to take such other steps consistent with this Policy that the Committee reasonably deems necessary to carry out its mandate;

- d. to advise and make recommendations to Council periodically concerning planning, enforcement, amendments, etc. within the Municipality of the District of Guysborough.
7. The Planning Advisory Committee shall be composed of one citizen from each planned area within the Municipality of the District of Guysborough (after advertisement for interested volunteers, and after obtaining recommendations of the Nominating Committee or of the Chief Administrative Officer or of the Warden) and four (4) members of Council, appointed by Council.

Provisions Regarding Area Planning Advisory Committee

8. Council hereby establishes the Area Planning Advisory Committee as an Ad Hoc Committee of Council.
9. The mandate of the Area Planning Advisory Committee is:
- a. to gather information related to specific areas with the Municipality of the District of Guysborough;
 - b. to carry out public consultation;
 - i. to meet with provincial government officials to discuss matters relevant to planning;
 - ii. to adopt a public participation program and to hold public meetings as required by the MGA prior to submitting the development plan and by-law and any amendments therein for approval
 - c. to take such other steps consistent with this Policy that the Committee reasonably deems necessary to carry out its mandate;
 - d. to advise and make recommendations to the Planning Advisory Committee/Council periodically on matters affecting a specific area.
10. The Area Planning Advisory Committee shall be composed of one citizen from each of the areas affected by the matter being dealt with and four (4) members of Council, appointed by Council.

Provisions Regarding other Citizen Advisory Committees

11. Council, by resolution, may establish or abolish other standing committees from time to time.
12. Committees established by Council pursuant to this section will have a terms of reference which includes the mandate of the committee, powers, membership, voting rights, and other matters that are deemed appropriate by Council.