

Town of Truro – Policy & Procedure Manual

Subject: Committees of Council Membership Policy
Policy Number: P100-001
Approval Date: May 3, 1999
March 6, 2006
Departments: All Departments

STANDING, SPECIAL AND ADVISORY COMMITTEES

WHEREAS pursuant to the provisions of Sections 24 the Municipal Government Act Council may establish standing, special and advisory committees, and

WHEREAS each committee shall perform the duties conferred upon it by Town Council, the Municipal Government Act and any other Act of legislature or the by-laws or policies of the municipality, and

WHEREAS Council may appoint persons who are not members of Council to a committee and may establish a procedure for so doing, and

WHEREAS A committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy for Council applies to committees unless Council by policy decides otherwise.

THEREFORE, BE IT RESOLVED THAT, Town Council when appointing standing, special and advisory committees may:

- a) Confer powers and duties upon these committees except the power to expend funds;
- b) Appoint citizens to these committees whose taxes must be current;
- c) Appoint non-resident business owner to any Town committees provided that not more than one non-resident shall be eligible to serve on each committee and that there are no tax in arrears on the business;
- d) Non-resident appointees shall live no further than 10 kilometers from the Civic Building;
- e) No committee member shall be paid for serving on any standing, special or advisory committees;
- f) Council may provide for reimbursement of committee members expenses;

- g) A person appointed by the Council as a member of a board, commission or committee pursuant to this Act who without leave of the board, committee or commission is absent from three consecutive regular meetings shall cease to be a member of the committee, commission or board;
- h) “Business owner” is hereby defined as an owner who pays taxes to the Town of Truro by way of real property taxes, or business occupancy tax, personally or as a majority shareholder in a corporation which pays such taxes;
- i) (1) Subject to this section, each member of a committee, whether a Council member or member from the public: (Amended March 6, 2006)
 - (a) shall be appointed for a three-year term, and, at the discretion of Council, may be re-appointed for a second consecutive three year term;
 - (b) may serve a maximum of two consecutive three-year terms;
 - (c) who has served two consecutive three year terms on the committee is eligible for re-appointment to that committee, at the discretion of Council, after a one year absence from the committee.
- (2) Despite subsection (1), if at the conclusion of a committee member’s second three-year term on a committee, there is no one else from Council (in the case of a Council position), or from the public (in the case of a position from the public), who wishes to be appointed to the committee, that person may, at the discretion of Council, be re-appointed for additional one year-term or terms, until another person wishes to join the committee.;
- (3) Despite subsection (1), if a member of a committee has expertise relating to the work of the committee for which the Town would otherwise be required to pay, there is no limit to the number of consecutive terms that person may be appointed to the committee;
- (4) Council shall, to the extent reasonably possible, attempt to ensure that there is fair representation on committees from all classes or groups identified in the *Human Rights Act* of Nova Scotia;
- (5) Appointments to committees shall, to the extent reasonably possible, be staggered, such that each year Council shall appoint one-third of the members of each committee;
- (6) Council shall make its appointments to committees each November.