



## **Committees of Council**

### **Terms of Reference**

## **I. PURPOSE**

The legal framework for Committees of Council is set out in Provincial legislation. Under the Municipalities Act, 1999, a Town may establish Committees that it considers desirable to consider and make recommendations on matters.

The purpose of Committees of Council in the Town of Paradise is to provide direction and recommendations for Council pertaining to their corresponding mandates and areas of work. Committees of Council function as advisory bodies and support the Town 's strategic goals while helping to oversee policy direction through their recommendations.

Committees of Council mandates align with the Town's core departments and its strategic plan and allow the Town to deliver services and achieve identified objectives. Specific regulations and Acts govern the Town and the work of its committees. Each Committee serves a unique function and specific mandate (Appendix).

## **II. COMPOSITION**

### **a. Committee Appointments**

Council Committee appointments are the responsibility of the Mayor, and appointments are held and reviewed annually. Following an election of a new Council, Committees are formed, and members are appointed by the Mayor at the first held Public Council Meeting. The Mayor may appoint new Committee members during an active term as required.

### **b. Committee Members**

Committees of Council are comprised of three councillors, one of whom acts as Committee Chair. The Director of the corresponding department also sits on each Committee in a lead staff capacity. The Mayor is an ex-officio member of all Committees. Any councillor may attend and observe any Committee meeting; only appointed Committee members vote.

### **c. Member Roles and Responsibilities**

#### Council Members

Council Committee members sit on each Committee (Appendix) and ensure consistency of direction and the purpose of each at a policy and strategic level. Council members deliberate and vote on Committee recommendations to be brought forward to Council and provide information and clarification to ensure decisions are properly informed. The responsibilities of Council include being prepared for meetings; having read all agenda material; requesting clarification from staff where necessary to make the most effective use of meetings; and keeping up on the work of their committee.

All members should have an awareness and knowledge of Town strategies, policies, and initiatives. Council members are also responsible for attending meetings and participating fully, including discussing items and issues in an open, honest, and informed manner to assist the decision-making process. Council members shall actively contribute to discourse and recommendations.

### Committee Chair

In addition to the roles of all Council members, the Council Chair of each Committee is principally responsible for ensuring its work is completed according to its mandate. The Chair ensures the focus of Committee attention is on strategically important issues and acts on its behalf at Public Council Meetings.

It is the responsibility of the Chair to coordinate with staff and convene and preside over Committee meetings. Specifically, the Chair calls each meeting to order, and ensures Committee meetings address agenda items in an orderly and effective manner. This includes framing issues, focusing discussions, engaging all members in the decision-making process, ensuring Committees have adequate information to make a decision, and building consensus where possible.

The Chair delegates to Council or staff members of Committees such duties and functions as are deemed necessary in order to fulfill its mandate. The Chair is also responsible for ensuring another is appointed to the position of Chair in the event of their absence.

### Mayor

The Mayor is an ex-officio member of all Committees of Council, helping to support all Committee work and ensure continuity and oversight. The Mayor may attend meetings in a voting capacity to establish quorum in the event of a tie vote. The Mayor is responsible for all Committee appointments. The Mayor, or their delegate, speaks publicly on behalf of Council on all matters.

### Staff Members

Departmental Directors are the lead staff on corresponding Committees of Council and ensure there is a staff recommendation and direction corresponding to each agenda item. Staff sit on Committees of Council as non-voting, impartial members and do not get involved in debate or discussion unless input is requested. Managers and other staff may be required to attend Committee meetings at the Director's request depending on specific agenda items or the absence of the Director.

The Chief Administrative Officer (CAO) is responsible for Town administration, including overseeing all day-to-day operations and ensuring that policies and programs are implemented. As such, the Chief Administrative Officer may attend Committee of Council meetings to advise and inform council regarding operations and important matters.

Staff provide expertise and advice to Committees of Council and indirectly and directly contribute important information and options for Committee consideration. Staff may engage in discussion, provide correction of fact, and help ensure that Committee recommendations align with the Town plans, policies, procedures, budget, and by-laws as requested. An Administrative Assistant from corresponding departments attends meetings and is responsible for recording and drafting minutes and agendas.

### **III. GOVERNANCE AND ADMINISTRATION**

#### **a. Meetings and Attendance**

Committees typically meet twice a month on scheduled dates. The number of scheduled meetings may fluctuate if required, as determined by the Chair. If a Council Committee member is unable to attend a meeting, they shall inform the Chair and lead staff. If a Council member is absent from several consecutive regularly scheduled meetings the appointment may be reviewed by the Mayor.

Members may attend meetings by teleconferencing if unavailable to attend in person. Committee meetings may be held virtually as determined by the Chair. Administrative staff arrange preferred meeting logistics and inform Committees of cancellations or changes in coordination with the lead staff.

#### **b. Process and Rules of Order**

The Chair is responsible for maintaining order during committee meetings. Unless specified or modified by the Chair and executive, Committee business follows Robert's Rules of Order, or alternative governing procedures as determined by the Town.

#### **c. Quorum and Voting**

A majority of the number of councillors on a Committee constitutes a quorum for the purpose of Committee of Council voting. Two Councilors must be present for a conclusive decision to be made on actionable items. The Mayor may vote on an item to establish quorum in the event of a tie. If quorum cannot be met, Committee meetings may be rescheduled. If there is a tie with respect to an item and the Mayor is not in attendance the item shall be deferred to the next Committee meeting.

The Chairperson of each Committee ensures that its recommendations receive the proper attention of Council. The Chairperson of each Committee of Council brings motions forward and is given the first opportunity to speak to recommendations. Email Voting / Polling is overseen by the Chair and is employed as per the Town's Email Voting / Polling Policy.

#### **d. Agendas and Minutes**

##### Agendas

Agendas list meeting proceedings in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. The agenda is under the supervision of Directors and shall be finalized 24 hours prior to the scheduled Committee meeting. After the agenda has been published any additions must be approved by the Chair. Agenda items are accompanied by decision notes and supporting materials as required.

##### Minutes

Committees must keep accurate records of their proceedings. Minutes of meetings represent a clear and accurate account of the work conducted by Committees and provide a permanent and official record of all proceedings. Minutes include only actions and not discussions. Resolutions, decisions, and other proceedings are included in minutes without note or comment.

Administrative Assistants in corresponding departments attend Committee meetings to record minutes. Minutes are then drafted by the Administrative Assistant and are shared with the lead staff to confirm an accurate representation of meeting proceedings. Following review, minutes are finalized in an acceptable and accessible format. Committee meeting minutes are then reviewed at the following public council meeting. Following approval, the minutes may be made available to the public (e.g., uploaded to the Town website), and members may follow up with stakeholders regarding related matters.

#### **e. Conflict of Interest**

As per the Municipalities Act, 1999, a councillor shall not vote on or speak to a matter before the Council or a Committee of the Council where: the councillor has a monetary interest in the matter distinct from an interest arising from his or her functions as a councillor; the councillor has a monetary interest directly or indirectly in the matter; a relative of the councillor has a monetary interest in the matter; or the councillor is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in the matter.

A relative of a councillor means a father, mother, spouse, cohabiting partner, sister, brother, child, stepchild, ward, mother-in-law, father-in-law, sister-in-law, or brother-in-law of the councillor. A cohabiting partner means a person with whom a councillor is living in a conjugal relationship outside marriage; and spouse means a person to whom a councillor is married, unless the person and the councillor have made a separation agreement, or their support obligations and family property have been dealt with by a court order. For an interest to be considered as one falling within these prohibitions, it shall be an interest distinct from an interest held in common with the other citizens or classes of citizens of the Town. In cases where an agenda or discussions present a conflict of interest for a member, they are required to declare such conflict and abstain from discussion and voting.

#### **f. Conduct**

All Committee members shall act ethically, professionally and in the best interest of the citizens of Paradise. Members must read, understand, and act in accordance with all applicable Town Policies. Respectful Workplace training is provided to all Committee members.

#### **g. Engagement and Public Input**

Public engagement and input are an important component of the Town's Strategic Plan which helps guide Committee priorities and decisions. Engagement and research continuously inform Committee actions.

Committees may form working groups, subcommittees, advisory committees, or other similar bodies to focus on specific matters or areas of interest. These bodies are formed at the discretion of the Mayor, meet independently, and include Committee Chairs or other Council members. These may also include a combination of members of the public, community sector and other governmental representatives, in addition to Town staff.

#### Delegations

Members of the public, community groups, consultants, or other stakeholders may be invited or called upon to attend and contribute to a Committee of Council Meeting. Groups or members of the public may also request to attend a Committee Meeting and address the Committee to enter a request for action; register a complaint; make a presentation on a matter that falls within the Committee's mandate; initiate interest for an item of public concern; or provide further information on an issue before Committee decision. Delegation requests may be submitted to the Town and are subject to Chair approval.

#### **h. Confidentiality and Communications**

Committee of Council Meetings are closed to the public unless otherwise specified. Public stakeholders may attend as part of an approved delegation. All Committee of Council discussions are confidential and considered in-camera and members are to use appropriate discretion. Committee communications, records, and information are administered under the Access to Privacy and Protection of Information Act, 2015 and are subject to Access to Information Requests.

Committee decisions may only be communicated to stakeholders following review and approval of their corresponding Committee minutes at a public council meeting. This process provides all of Council an opportunity to inquire about any included items. Following approval, members (i.e., Council or Staff) may follow up with residents and other stakeholders concerning the status of any business included in the approved minutes. If promotion or outreach is required regarding an item, members may contact and coordinate with Corporate Services staff following the review and approval of minutes.

**IV. REVIEW OF TERMS OF REFERENCE**

The Terms of Reference for Committees of Council are reviewed as required following new information or knowledge.

**V. APPROVAL**

Approving Authority: Mayor and Council

Approval Date: \_\_\_\_\_

Chief Administrator Approval: \_\_\_\_\_

**VI. APPENDIX – COMMITTEE INFORMATION**

<b>Committee</b>	<b>Members</b> <i>*Mayor is an ex-officio member on all Committees</i>	<b>Mandate / Description</b>
<b>Administration and Corporate Services</b>	Councillor Vaters (Chair) Councillor Maher Councillor Quilty  Director: Terrilynn Smith	The Administration and Corporate Services Committee oversees the management of the Town's financial affairs, its human resources functions, communications, records management, and information technology considerations. The Committee provides recommendations to Council on all related issues and implements policies, procedures, and systems in order to promote and protect the Town's interests.
<b>Infrastructure and Engineering</b>	Deputy Mayor Street (Chair) Councillor Carew Councillor Quilty  Director: Chris Milley	The Infrastructure and Engineering Committee provides, advice, direction and policy development for the evaluation, control, management, and administration of Infrastructure and professional engineering services. The Committee Oversees the design, cost estimates, tender documents, project management and consultation for Capital Works construction projects. The committee also is responsible for overseeing Town facilities.
<b>Planning and Protective Services</b>	Councillor Quilty (Chair) Deputy Mayor Street Councillor Maher  Director: Alton Glenn	The Planning and Protective Services department oversees planning and building-related services for departments and the public. Advice and recommendations of the Committee pertain to development matters, including long-range planning, development control, building inspection and mapping, and Economic Development. The Committee also oversees public safety and municipal enforcement, and environmental cleanliness.
<b>Public Works</b>	Councillor Carew (Chair) Councillor Martin Councillor Vaters  Director: Nelson Whalen	The Public Works Committee is responsible for overseeing aspects of the Town's public works, including the effective and efficient planning, maintenance, and operation of the Town's road system, garbage collection, snow clearing, water supply infrastructure, as well as outside parks, fields, and trail maintenance.
<b>Recreation and Community Services</b>	Councillor Martin (Chair) Deputy Mayor Street Councillor Carew  Director: Tina Auchinleck-Ryan	The Town's Recreation and Community Services Committee provides recommendations pertaining to the Town delivering quality programs and services for residents that promote healthy, active lifestyles and opportunities to socialize and celebrate through community events. The Committee provide direction and supervision on all current and future recreation facilities and programs, including setting appropriate goals and objectives in alignment with Town strategic objectives.



*Updated: August 29, 2024*