TOWN OF Mahone Bay

Committees Policy

1.0 Purpose

The purpose of this policy is to manage the creation and dissolution of Town Council Committees as required and to provide Council, staff and community members with a reference for council committees.

This policy will serve as a reference in the formation of new Town Council Committees. This policy will provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members.

This policy will include a list of current Town Council Committees.

2.0 Scope

The Committees Policy applies to all Town of Mahone Bay Committees of Council, at all times and without exception. The following provisions shall apply to all Town Council Committees listed in this policy, except where the policy specifically provides otherwise.

The Committees Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding and/or governing Town Council Committees.

3.0 Terms

3.1 Town Council Committees:

Section 24 of the Municipal Government Act provides that Council may establish standing, special and advisory committees. Town Council Committees are formed by motion of Council amending this policy to add to the list of current committees and associated schedules. The purpose of every Town Council Committee is to serve the community in some meaningful and recognizable way and to make recommendations in this regard to Council. Council Committees may be comprised of Council members, Town staff and public members (a Committee's Terms of Reference may provide additional criteria).

3.1.1 Committees will submit regular written reports or minutes to Council for review and will present recommendations for Council approval. This will generally take place at the next regular Council meeting following the date of the Committee meeting (or at the next regular Council meeting thereafter, if Council meets less than seven business days after the Committee's meeting date, to allow for the preparation of minutes).

3.1.2 All Town Council Committees are expected to:

a) Review and advise Council on any matter referred by Council;
b) Receive delegations and correspondence related to the Committee's mandate;
c) Conduct community and stakeholder consultation and engagement and report to Council;
d) Make recommendations to Council related to the Committee's mandate;
e) Identify and recommend to Council external funding sources supporting the Committee's mandate;
f) Collaborate with other Committees of Council;
g) Provide recommendations to the Town's annual budget – if any – no later than the end of January of each year;
h) Provide regular public reports to Council in the form of Minutes.

3.1.3 Town Council Committees do not:

a) Make financial commitments on behalf of the Town;
b) Provide direction to Town staff.

3.2 Standing Committees
Council Committees comprised primarily of Council members with some public members, generally meeting as required to fulfill the obligations of Council under legislation or by-law.

3.3 Advisory Committees
Council Committees with an advisory purpose focused on a particular area of municipal responsibility, comprised primarily of public members with no more than three members of Council appointed. Agenda items may be referred by Council, or added by members to encourage discussion. In accordance with their specific mandate, Advisory Committees may recommend to Council long-term strategic plans and related annual work plans (setting goals and timelines) including budget recommendations. Advisory Committees generally meet monthly or bimonthly.

3.4 Citizen Advisory Committees
Advisory Committees comprised in accordance with Provincial legislation to provide a public forum for consideration of specific topics. Agenda items are generally referred by Council. Citizen Advisory Committees meet as necessary to fulfill their mandate.

3.6 Internal Committees
Committees with an advisory purpose focused on a particular area of municipal responsibility, comprised of only Council Members and Staff (non-voting). Internal Committee membership will not constitute a voting majority of Council. Agenda items may be referred by Council, or added by members to encourage discussion. Internal committees will provide their recommendations to the Policy & Strategy Committee. Internal committee meetings will not be open to the public.

3.7 Special Committees
Ad-hoc committees established by Council for a special purpose; will have a finite mandate / duration specified in establishing motion. Consideration will be given to whether a special committee or special meetings of the Town Council are the more appropriate option in each case.

3.8 External Committees, Boards & Commissions
Town Council members and members of the public are also appointed to serve on various external committees, boards and commissions. Members so appointed under this policy shall represent the interests of the Town at all times while serving in this capacity, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay, and ensure the Town Council is kept well informed as to the proceedings of the committee, board or commission.

3.9 Terms of Reference
Town Council Committees require Terms of Reference for members to promote and adhere to which are clear in purpose and easily recognizable as being for the public good. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. All current Town Council Committees' Terms of Reference will be included as schedules to this policy. Generally, each Committee's Terms of Reference will include: Background, Committee Mandate, and Committee Membership.

3.9.1 Advisory Committees are responsible to review their Terms of Reference and make recommendations to Council for their amendment as deemed necessary or desirable by the Committee.

4.0 Roles and Responsibilities

4.1 Role of Committee Chair
The Chair is appointed annually or when the position becomes vacant. Council may appoint a Chair of any committee from the membership by motion. If Council does

not appoint a Chair, the Chair will be determined from the membership by the committee members. Committees may remove and appoint a Chair as deemed necessary, by way of a recommendation to Council. Town Staff may not serve as Chair.

4.1.1 The Chair of a Town Council Committee is entitled to speak and vote on any motion. The Chair will call the meeting of the committee to order and ensure appropriate procedures are followed (as specified in the Town of Mahone Bay Town Council Policy). The Chair will serve as the representative of the committee at official functions; however, this function can also be delegated to another member(s) of the committee as required.

4.2 Role of Committee Secretary

The Committee Secretary is always a non-voting staff member designated by the CAO. The Secretary will prepare the agenda and keep the minutes of the committee meetings in accordance with the Town of Mahone Bay Town Council Policy. The Secretary will provide agendas and minutes to the membership and the Town Clerk for submission to Council and for public access. The Secretary will have the following responsibilities:

a) to collect agenda items and input from committee members and issue the agenda, along with any other required documents, to the committee prior to the meeting;
b) prepare and issue minutes of meetings in a timely fashion; and,
c) ensure that the activities of the committee are communicated effectively to the community, prepare any press releases and coordinate with the Town's website manager to ensure that pertinent information is made available to the public.

4.3 Role of Committee Members

All members of Town Council Committees are expected to:

a) Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
b) Understand their role as a Committee member;
c) Understand the role of the Committee Chair, Council members and Town staff;
d) Strive to attend all scheduled and special committee meetings;
e) Recognize any limitations on your participation and inform the chair of these limitations;
f) Prepare for meetings by reading agendas and any background information supplied;

g) Actively participate in the discussion and decision-making process;
h) Undertake any work assigned, including special projects, participation on subcommittees and research;
i) Participate in ongoing training and regular workshops when appropriate;
j) Be open-minded and allow for a variety of opinions to be heard;
k) Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
l) Refer to the Chair for questions and procedure;
m) Ask questions, and seek clarification through the Chair or staff;
n) Respect the decisions and finality of Council;
o) Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
p) In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate;
q) As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay; and
r) Sign and adhere to the Town of Mahone Bay Code of Conduct.

5.0 Committee Membership:

5.1.1 Council Committees may be comprised of Council members, Town staff and public members as specified in their Terms of Reference, appointed in accordance with this policy. Advisory Committees, excluding Citizen Advisory Committees, will generally be comprised of two members of Council, one or more non-voting staff members, including the designated Committee Secretary, with the remaining membership consisting of representatives of stakeholder or community organizations and/or individuals with particular skill sets relative to the committee (a Committee's Terms of Reference may provide additional criteria). Wherever possible Committees will consist of an uneven number of voting members. Council will remove committee members by motion as deemed necessary to ensure the proper functioning of the committee.

5.1.2 Voting members of Town Council Committees must be residents of the Town, owners of property within the Town, or currently active members of stakeholder or community organizations as per each committee's Terms of Reference. Preference will be given to town residents. The majority of voting members of Town Council Committees must be residents of the Town. No Town Council Committee shall have more than nine voting members.

5.2 Appointment of Committee Members:

5.2.1 Council Member Appointment

5.2.1.1 Upon the swearing in of the Town Council following a municipal election, and every two years thereafter during the life of a Council, the Mayor shall consult with members of Council and present to Council a list of proposed Council member appointments to Town Council Committees and external committees, boards and commissions.

5.2.1.2 Unless otherwise governed by policy or legislation, Council appointments to committees, boards and commissions shall be made for a two year term and such appointments shall be by motion of Council.

5.2.1.3 If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.

5.2.1.4 The Mayor shall be a non-voting member of all Town Council Committees in which the participation is ex-officio.

5.3 Staff Member Appointment

5.3.1 The Town staff person(s) holding the position(s) specified in the Committee's Terms of Reference on a permanent or acting basis will be considered members of the Committee; if the specified staff person is unavailable to attend a meeting the CAO may send a designate.

5.3.2 Additional Town staff persons may be directed to attend meetings of Town Council Committees by the CAO but will not be considered Committee members.

5.3.3 Town Staff are always non-voting members on Town Committees.

5.3.4 The CAO shall be a non-voting ex-officio member of all Town Council Committees.

5.4 Public Member Appointment

5.4.1 Unless otherwise governed by policy or legislation public member appointments to Town Council Committees will be made on a calendar basis in December of each year for an appointment of two years beginning in January. Council may terminate any public member appointment by motion at any time.

5.4.2 Public member appointments will be limited to three consecutive terms except where otherwise provided by the committee Terms of Reference.

5.4.3 If a vacancy should occur, Council may leave the position vacant for the

balance of the term or appoint a replacement for the vacancy by motion of Council.

5.4.4 The Town will advertise all vacancies for public members on Town Council Committees prior to the expiration date of the term of office and additionally as required to fill unanticipated vacancies.

5.4.5 Vacancies will be advertised by circulating a notice to all residents of the Town through Canada Post and on the Town website. Such notices will include the selection criteria contained in this policy.

5.4.6 Application forms (attached as a schedule to this policy) will be available at the Town Hall and on the Town website.

5.4.7 All applicants (including those re-offering) must complete an application form and submit it on, or before, the deadline date indicated.

5.4.8 The Terms of Reference for a Council Committee may require one or more public members to serve as representatives of a stakeholder or community organization with candidate nominations being forwarded for Council's consideration. Completed application forms are still required and must be submitted on, or before, the deadline date indicated.

5.5 Selection process:

5.5.1 Applications will be reviewed by a nominating committee, composed of two members of Council and the CAO or designate.

5.1.2 The nominating committee will review applications for alignment of skills and interests then forward names of recommended appointments to a regular meeting of Council for consideration.

6.0 General

6.1 Meeting Procedures: Meetings of Town Council Committees will generally adhere to the meeting procedures specified in the Town of Mahone Bay Town Council Policy. Quorum at a meeting of a Town Council Committee shall be the same as quorum at a Town Council meeting (a majority of voting members) pursuant to provincial legislation.

6.1.1 Committees shall meet at such a time and place as set out at the preceding meeting or at such other time and place as Council, the Committee Chair, or a quorum of committee members decides, with at least three business days advance notice to members and the public. Committees which meet on a regular basis will endeavor to keep a regular meeting day, e.g., the third Monday of the month.

6.1.2 Additional meetings may be scheduled by the Committee Chair not less than 10 days before or after a regularly scheduled meeting. In the case of Advisory Committee meetings (e.g. Heritage Advisory, Planning Advisory) which receive requests concerning matters to be forwarded to Council for approval, the Chair will give consideration to potential financial implications in consideration of a request for a Special Meeting for any reason, including but not limited to staff workload and strategic priorities, availability of committee members, meeting space availability, or concerns relating to providing appropriate notice and advertisement to the public.

6.1.3 The date, time and location of committee meetings shall be posted by the Secretary by providing a copy of the agenda to committee members and the Town Clerk. The Clerk will post the agenda and minutes for the public; all meeting dates and times, agendas and minutes of the committee shall be open to the public except as expressly authorized by law.

6.2 Agenda Items: In accordance with procedures specified in the Town of Mahone Bay Town Council Policy all agenda items must be forwarded to the Secretary at least five business days prior to the next scheduled meeting. The committee agenda, along with the meeting package, will be distributed to committee members at least three business days prior to the next scheduled meeting.

6.3 Resources/Accounts: Where applicable, Town Council Committees will be allocated funds as a component of the Town's annual budget for purposes directly related to their mandate as specified in their Terms of Reference; committees are generally expected to submit an annual work plan to Council outlining how these funds will be used no later than the end of January of each year. Individual committee members, with the exception of authorized Town staff, do not have the power to expend funds on behalf of the Committee or the Town.

6.3.1 Subject to motion(s) of Council, the resources which may be utilized by the Committee, in addition to expense claims for committee business through the CAO, include:

a) advice and support of the Committee Secretary (member of staff) and/or other Town staff as designated by the CAO;
b) use of the Town's facilities and supplies for meetings, including, photocopying, postage and other administrative needs as approved by the CAO;
c) use of external services necessary to discharge the Committee's Terms of Reference (e.g. advertising), as approved by the CAO;

d) such other resources reasonably required, through the CAO in accordance with any allocation provided in the annual budget.

6.3.2 The members of the committee shall serve without remuneration but may be paid such expenses as are necessarily incurred by each member in the discharge of duties approved by the committee.

6.4 Professional Public Conduct: Members of any Town Council Committee will follow all applicable Town of Mahone Bay policies and/or by-laws while serving in the community and/or representing the Town as part of a Town Council Committee.

6.5 Conflict of Interest: Any member of a Town Council Committee with a conflict of interest related to motions or actions of the committee, must acknowledge the conflict and follow the same procedures as those followed by Council; have the conflict recorded in the minutes and be excused from participation in the meeting during the time which the topic is under consideration. As each Council Committee meeting is called to order the Chair will remind members of this procedure.

6.6 Council Review: In the event that a Town Council Committee ceases to function as prescribed by this policy or as set out in the committee's Terms of Reference, or ceases to meet for three or more successive scheduled meetings, or is unable to meet with quorum for three or more successive scheduled meetings, or at any time, Council may proceed with a review of the viability of the committee and determine whether to dissolve. Town Council Committees can only be dissolved through motion of Council amending this policy; Town Council Committees dissolved by motion of Council, can be so without consultation with the Committee members. In the instance that a Committee is dissolved, the dissolution will be posted on the Town website and all the Committee members will be notified prior to the next scheduled meeting.

7.0 Repeal

7.1 One the effective date of this policy, the Town of Mahone Bay Committees Policy dated November 8, 2022 is hereby repealed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider {7 days minimum notice}: January 23, 2025

Date of Passage of Policy: January 30, 2025

I certify that this Policy was adopted by Council as indicated above.

_____ _____

Clerk Date

Current Town Council Committees List:

Standing Committees:

- Audit Committee
- Cemetery Committee
- Finance Committee
  Policy & Strategy Committee

Advisory Committees:

- Asset Management Committee

Internal Committees:

- Nominating Committee
- Communications Committee

Citizen Advisory Committees:

- Planning Advisory Committee
- Heritage Advisory Committee
- Police Advisory Board
- Oakland Lake Watershed Advisory Committee
- Climate & Environment Advisory Committee

Asset Management Committee
Terms of Reference

Background

The overall purpose of the Asset Management Committee as determined by Council is to provide leadership and engagement activities to ensure public assets are managed in a proactive and sustainable manner for current and future generations.

Committee Mandate

The responsibilities of the Asset Management Committee shall include:

(a) Researching, critiquing and recommending a draft Asset Management Policy to Council;
(b) Reviewing the preliminary infrastructure report asset class by asset class;
(c) Based on current service provision and existing assets, assisting in the development of Level of Service (LOS) definitions that are clear, concise, and jargon free;
(d) Considering appropriate levels of service, assess service delivery risks, recommend service targets to Council;
(e) Setting clear, efficient guidelines for communications with the purpose of:
- Providing regular progress updates to Council
- Providing regular progress updates to the public;
- ;

(f) Designing a public engagement strategy; and,
(g) Researching successful practices in Asset Management when it comes to establishing priorities and achieving results in small communities.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a long-term Asset Management Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Asset Management Committee shall generally meet monthly.

Committee Membership

The membership of the Asset Management Committee shall include:

- Two members of the Town Council;
- The CAO (non-voting);
- The Manager of Finance (non-voting); and,
- Up to five public members as appointed by Council.

In the selection of public members preference will be given to applicants with backgrounds in civil engineering, finance and other related fields.

Audit Committee
Terms of Reference

Background
The Audit Committee is established to comply with the requirements of the Nova Scotia Municipal Government Act that the Town Council shall annually appoint an audit committee which shall meet at least three (3) times in each fiscal year.

The Committee also supports Council in fulfilling its financial oversight responsibilities consistent with guidance from the Department of Municipal Affairs. This includes adherence to the Financial Reporting and Accounting Manual, which provides municipal financial management standards in Nova Scotia. Together these directives and standards provide the framework for the Audit Committee to carry out its duties.

Committee Mandate
The responsibilities of the Audit Committee include:

a. Provide advice to Council on matters relating to the financial audit
b. Assist Council in meeting its responsibilities of ensuring the adequacy and effectiveness of financial reporting and internal controls
c. Assist Council with the appointment or reappointment process of the external auditors by reviewing tender documents employed by the Town to advertise for external auditors and review contractual agreements between the Town and external auditors relating to the purchase of service of the external auditors.
d. Review the qualifications, independence, qualify of service and performance of the external auditors annually and recommend to the Council the appointment or discharge of the external auditors
e. Review the proposed audit plan provided by the external auditor, including the approach to internal controls, their testing and substantive testing
f. Review the financial statements and the Financial Conditions Report of the town with the external auditors.
g. Review the results of the external auditor's evaluation of internal control systems and management letters with the external auditors and management
h. Review the conduct and adequacy of any internal audit undertaken
i. Review significant matters arising out of any internal audit

j. Undertake any other actions determined by Council to be within the duties of the Audit Committee
k. Monitor the achievement of appropriate timelines for completion of the audit as required by Council
l. Review with management and the external auditor the annual audited financial statements and make recommendations to Council regarding their approval.

Committee Membership
The membership of the Audit committee shall include:

- Two members of the Town Council;
- The Manager of Finance (non-voting);
- Up to three members of the public, one of who will also be a member of the Finance Committee. This may include stakeholders from area of the Municipality of the District of Lunenburg abutting the town.

In selection of public members, preference will be given to applicants with a demonstrated knowledge of and experience with financial reporting and audit committees.

Cemetery Committee

Terms of Reference

Background

The Cemetery Committee is established under the Town's Cemetery By-Law January 14th, 2014, with responsibility over Park and Bayview Cemeteries.

Committee Mandate

The responsibilities of the Cemetery Committee as assigned in the Cemetery By-Law shall include:

(a) Approving the transfer of title to cemetery lots;
(b) Setting criteria for memorials;
(c) Approving the placements/relocations/removals of memorial structures and objects in the cemeteries;
(d) Varying interment and disinterment procedures if necessary;
(e) Advising staff concerning the care of the cemeteries; and,
(f) Establishing fees, rules and regulations pertaining to the cemeteries by recommendation to the Town Council.

The Cemetery Committee shall generally meet on a quarterly basis.

Committee Membership

The membership of the Cemetery Committee shall include:

- Three members of the Town Council;
- The Director of Operations (non-voting);
- Another Town employee designated as Secretary by the CAO (non-voting);
- One public member representing Mahone Funeral Home; and,
- One other public member.

In the selection of public members preference will be given to applicants with family members interred in Park Cemetery or Bayview Cemetery.

Committees Policy

Climate & Environment Advisory Committee

Terms of Reference

Purpose

Council has established the Climate & Environment Advisory Committee to provide leadership and guidance on climate change mitigation, adaptation, and stewardship initiatives. The committee provides feedback and participates in community outreach on issues and projects related to environmental sustainability within the Town.

Committee Mandate

The responsibilities of the Climate Action Advisory Committee shall include:

(a) Review the Greenhouse Gas Reduction Action Plan and recommend updates to Council.

(b) Receive updates from staff on the implementation of the Greenhouse Gas Reduction Action Plan and Council's Strategic Plan as it relates to environmental leadership and progress toward established targets and make related recommendations to Council.

(c) Identify opportunities for innovative climate change mitigation and adaptation projects and promote sustainability and environmental stewardship within the Town.

(d) Promote communication of the Greenhouse Gas Reduction Action Plan and ongoing climate change and environmental initiatives to the local community.

(e) Identify opportunities for grants, funding and partnerships to recommend to Council.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to conduct an annual review of the Greenhouse Gas Reduction Action Plan and recommend a related work plan to Council for the following year.

The Climate Action Advisory Committee shall generally meet monthly.

Committee Membership

The membership of the Climate & Environment Advisory Committee shall include:

- Two members of the Town Council;
- The Climate and Energy Program Manager (non-voting);
- The CAO (non-voting);
- Up to seven public members as appointed by Council. This may include stakeholders from areas of the Municipality of the District of Lunenburg abutting the town, or members of academic or non-profit organizations with an environmental mandate.

In the selection of public members, preference will be given to applicants with a demonstrated knowledge of sustainability and climate change.

Communications Committee
Terms of Reference

Purpose:
The Committee meets to discuss and identify solutions to common issues and challenges the Town of Mahone Bay (the Town) faces with respect to communication. It also provides opportunities for Council and Staff to work collaboratively to find innovative solutions to communication challenges with limited resources.

The primary function of the Committee is to assist the Town in developing and providing resources and education to assist them when communicating with their community and media. The Committee will also serve as a communications advisor to the Town on certain projects.

Communications Committee Mandate:

- Provide advice and guidance with respect to communications generally and on projects when needed.
- Conduct a gap analysis of current Town communications practices and create an internal communications strategy (if deemed necessary) to inform Town communications practices.
- Develop and recommend Public Engagement Plans in relation to major projects and initiatives of the Town in accordance with the Town's Public Engagement Policy.
- Review and make recommendations for communications focused policy and procedure amendment or development.
- Promote opportunities for communication training and education for staff and Council.

The Committee will meet four times at a minimum per year. Additional meetings may be scheduled as required.

The Committee will direct its recommendations to the Town of Mahone Bay Policy and Strategy Committee, which will consider and direct recommendations on to Council at its discretion.

Committee Membership:

- Two (2) Council Members including the Deputy Mayor
- Deputy Chief Administrative Officer
- Town Clerk / staff person designated with responsibility for Town Communications (non-voting)

Finance Committee
Terms of Reference

Background
The Finance Committee is established to support Council in meeting its financial stewardship responsibilities under the Municipal Government Act of Nova Scotia. The Committee's role aligns with expectations outlined by the Department of Municipal Affairs for municipal financial governance, long-term planning, and risk management.

The Committee provides structured oversights of the Town's financial affairs consistent with the Financial Reporting and Accounting Manual. Through its mandate, the Committee enhances Council's ability to make informed decisions, manage risk, and ensure responsible and transparent fiscal management.

Committee Mandate
The primary purpose of the Finance Committee is to provide advice to the Council on matters relating to the financial affairs of the Town, including general Town operations and utilities. The Finance Committee will also assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial risk management.

The Finance Committee shall meet at least quarterly to:

a. Review the quarterly financial statements and variance report within five (5) weeks of the quarter end
b. Carry out the responsibilities of the finance committee as outlined including:
    a. Review the draft annual budgets prior to consideration by Council.
    b. Review the annual debt schedule, projected reserve balances, and investment potentials, proposed for the upcoming year by the Manager of Finance.
    c. Review, as required, any other policies, procedures, forecasts, reports, or processes as directed by Council.
    d. Review with finance management the quarterly financial forecast and KPIs (key performance indicators) to be presented to the Council.
    e. Undertake other actions determined by the Council to be the duties of the Finance Committee.

The Finance Committee shall, if requested by Council, review and make recommendations on financial proposals coming to the Council outside of the annual budget or tender process.

Committee Membership
The membership of the Finance committee shall include:

- The Mayor and two additional members of Council;
- The Manager of Finance (non-voting);
- The Chief Administrative Officer (non-voting);
- Up to two members of the public, one of whom will also be a member of the Audit Committee.

In selection of public members, preference will be given to applicants with a demonstrated knowledge of and experience with financial reporting and audit committees.

Heritage Advisory Committee
Terms of Reference

Background

The Heritage Advisory Committee is established under the Heritage Property By-Law dated April 12th, 1988 pursuant to the Nova Scotia Heritage Property Act.

Committee Mandate

The responsibilities of the Heritage Advisory Committee shall include making recommendations to Council concerning:

(a) The inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;
(b) An application for permission to substantially alter or demolish a municipal heritage property;
(c) Building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; and,
(d) Any other matters conducive to the effective carrying out of the intent and purpose of the Heritage Property Act; and
(e) Initiatives to foster interest and community support for the registration of heritage properties.

The Heritage Advisory Committee meets no more than monthly and only as required to discharge its responsibilities.

Committee Membership

The membership of the Heritage Advisory Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- A Town Researcher, as designated by the CAO (non-voting);
- Up to two members representing the Mahone Bay Founders Society; and
- Up to two additional public members as appointed by Council.

In the selection of public members preference will be given to applicants with backgrounds in architecture or history and those with a demonstrated knowledge of the history and heritage of the Town of Mahone Bay.

Voting membership on the Heritage Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Nominating Committee
Terms of Reference

Purpose:
The Committee meets to discuss applications/public nominations and provide nominations to Council on various public roles or designations appointed or assigned by Council, including but not limited to public members on committees of Council and volunteer award recipients.

The Committee will meet as needed.

Committee Membership:
The membership of the Nominating Committee will include:

- Two (2) Council members
- Deputy Chief Administrative Officer and/or Town Clerk (non-voting)

Oakland Lake Watershed Advisory Committee
Terms of Reference

Background

The Oakland Lake Watershed Advisory Committee is established under the Nova Scotia Environment Act - Oakland Lake Watershed Protected Water Area – July 18th, 2007.

Committee Mandate

The responsibilities of the Oakland Lake Watershed Advisory Committee shall include:

(a) Reviewing correspondence received from owners of properties within the Oakland Lake Watershed Protected Water Area and matters referred by Council and making recommendations to Council with respect to the Oakland Lake Watershed Protected Water Area.

The Committee is expected to conduct an annual review of the Oakland Lake Watershed Protection Plan and recommend amendments to Council as required.

The Oakland Lake Watershed Advisory Committee meets a minimum of once annually or as required to discharge its responsibilities.

Committee Membership

The membership of the Oakland Lake Watershed Advisory Committee shall include:

- Two members of the Town Council;
- Two representatives of the Municipality of the District of Lunenburg, one member of the Municipal Council and one staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting);
- A member of the public who is an owner of property within the Oakland Lake Watershed Protected Water Area; and,
- One member appointed by the NS Minister of Environment.

Planning Advisory Committee
Terms of Reference

Background

The Planning Advisory Committee is established under Section 200 of the Nova Scotia Municipal Government Act which provides that a municipality may, by policy, establish a Planning Advisory Committee.

The purpose of a planning advisory committee is to advise Council respecting the preparation or amendment of planning documents and respecting planning matters generally.

Committee Mandate

The responsibilities of the Planning Advisory Committee shall include:

(a) Reviewing planning matters referred by Council and making recommendations to Council with respect to planning matters including Development Agreements and amendments to the Municipal Planning Strategy and Land-Use By-Law.

The Committee is expected to conduct an update of the Municipal Planning Strategy and Land-Use By-Law every 10 years and recommend amendments to Council as they arise.

The Planning Advisory Committee meets no more than monthly and only as required to discharge its responsibilities.

Committee Membership

The membership of the Planning Advisory Committee shall include:

- Three members of the Town Council;
- Planning staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting); and
- Up to four public members as appointed by Council.

Voting membership on the Planning Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Police Advisory Board
Terms of Reference

Background

The Police Advisory Board is established to comply with the requirements of the Nova Scotia Police Act.

The function of an advisory board is to provide advice to the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

Committee Mandate

The responsibilities of the Police Advisory Board, subject to the police contract or policing agreement, shall include:

(a) Determining, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
(b) Ensuring the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
(c) Ensuring that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
(d) Ensuring that police services are delivered in a manner consistent with community values, needs and expectations;
(e) Acting as a conduit between the community and the police department;
(f) Recommending policies, administrative and organizational direction for the effective management of the police department; and
(g) Reviewing with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.

The Police Advisory Board must hold a meeting at least every three months.

On behalf of the Police Advisory Board, the Chair or the Chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Nova Scotia Police Act, give advice in writing to the chief officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.

Policy & Strategy Committee
Terms of Reference

Background

The Policy & Strategy Committee is established to provide an opportunity for debate and discussion on by-law and policy review, strategy, and other matters which Council determine would benefit from further discussion.

Committee Mandate

The responsibilities of the Policy & Strategy Committee shall include:

(a) review of policies and by-laws of the Town of Mahone Bay which have been referred to the Policy & Strategy Committee;
(b) consideration of matters before Council which have been referred to the Policy and Strategy Committee for further discussion

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee.

The Policy & Strategy Committee shall generally meet monthly as required to discharge its responsibilities.

Committee Membership

The membership of the Policy & Strategy Committee shall include:

- All members of the Town Council;
- The CAO (non-voting);
- The Clerk (non-voting)

Committee Membership

The membership of the Police Advisory Board shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- Two public members as appointed by Council; and,
- One member appointed by the NS Minister of Justice.

Voting membership on the Police Advisory Board will be restricted to residents of the Town of Mahone Bay.