

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Establishing the Committee of the Whole as a Standing Committee of Municipal Council</b>
<b>POLICY NUMBER:</b>	<b>18</b>
<b>DATE APPROVED:</b>	<b>December 8, 2014 (Min#2014-190)</b>
<b>DATE REVISED:</b>	<b>September 20, 2016 (Min#2016-119)</b>

**1.0 TITLE:**

1.1 This Policy may be cited as the “Committee of the Whole Policy” of the Municipality of the County of Antigonish.

**2.0 SCOPE:**

2.1 The purpose of this policy is to provide a procedure and mandate for a standing committee within the Municipality of the County of Antigonish and is adopted under authority of Section 23 (1)(c) and Section 24 of the Municipal Government Act.

**3.0 POLICY:**

3.1 Municipal Council hereby establishes the “Committee of the Whole” as a standing committee of Municipal Council.

3.2 Mandate of the Committee of the Whole (the Committee)

3.2.1 To discuss, consider, advise and make recommendations to Municipal Council concerning the affairs of the Municipality that may come before it, in advance of Municipal Council making decisions or taking action on such matters, except where it determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Municipal Council without having been forwarded to the Committee for its recommendations:

- a. Reports and recommendations from other committees of Municipal Council;
- b. Planning matters and public meetings as required by the public participation program concerning the preparation of planning documents;
- c. First or second reading of by-law enactments, amendments or repeals; and
- d. Matters which are the subject of statutory hearing by Municipal Council.

3.2.2 To take action on such matters as are lawfully delegated to it by the Municipality’s by-laws and policies.

- 3.2.3 To take such other steps not inconsistent with this policy that the Committee reasonably deems necessary to carry out its mandate.

### 3.3 Membership

- 3.3.1 The Committee consists of all members of Municipal Council and membership on the Committee automatically extends to members without the necessity of formal appointment. Membership automatically terminates upon termination of a person's status as Municipal Council member.

- a. All Municipal Council members are voting members of the Committee
- b. The Chair of the Committee is the Warden.
  - i. In the absence of the Warden the Deputy Warden shall so serve.
  - ii. In the absence of both the Warden and Deputy Warden the Committee may appoint a chairperson from the members present.

- 3.3.2 The Secretary is the Municipal Clerk Treasurer or designate, who shall arrange for full minutes to be kept of all discussions and recommendations of the Committee.

### 3.4 Meetings

- 3.4.1 A quorum of the Committee shall be the same as that which applies to Municipal Council pursuant to provincial legislation with any necessary changes for context.

- 3.4.2 Meetings of the Committee of the Whole shall be open to the public, unless the Committee moves into an In-Camera session which complies with the Municipal Government Act (Section 22(2)).

- 3.4.3 Unless otherwise specified, regular meetings of the Committee shall be held:

- a. In the Municipal Council Chambers, Municipal Administration Centre, 285 Beech Hill Road, Antigonish, Nova Scotia.
- b. Dates and times are noted on the annual schedule of Municipal Council and Committee Meetings as approved by Municipal Council.

- 3.4.4 Regular meetings of the Committee may be rescheduled, relocated or cancelled, and/or additional or special meetings convened in the same manner and with the same notice to Municipal Council members and the public as apply to meetings of Municipal Council with any necessary changes for the context.

### 3.5 Committee Resources

- 3.5.1 Subject to any resolution of Municipal Council, the resources which may be utilized by the Committee of the Whole include:

- a. Advice and support of the Municipal Clerk Treasurer or designate;
- b. Use of external services reasonably necessary to discharge the Committee's mandate, through the Municipal Clerk Treasurer or designate;
- c. Such other resources as may reasonably be required.

**3.6 Miscellaneous**

- 3.6.1 All meeting minutes and records for the Committee shall be open to the public except as expressly authorized by law.
- 3.6.2 The policy establishing standing committees for Recreation, Operational Services and Finance are hereby repealed.