



MUNICIPALITY OF THE COUNTY OF KINGS Administration of Standing and Advisory Committees of Council Policy

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1. General Purpose

To operationalize the provisions of the *Municipal Government Act* (MGA), By-law 64 and By-law 102 for both Standing and Advisory Committees (Committees) of the Municipality of the County of Kings and clarify the roles and responsibilities of Chairs, Committee members, assigned staff, communications with the intent of advancing the Municipality's Strategic Plan.

2. Policy Objectives

The objectives of this Policy are to:

- (1) Outline the roles and responsibilities of the Chairs, Mayor, Committee members and staff;
- (2) Outline the development and approval process for meeting agendas;
- (3) Detail the method by which work plans are developed so as to focus Committee work on the Municipality's Strategic Plan; and
- (4) Establish a communications protocol to be followed by staff, Chairs and Committee members relative to the work of Committees.

3. Scope

This Policy applies to all Standing and Advisory Committees of Council.

4. Policy

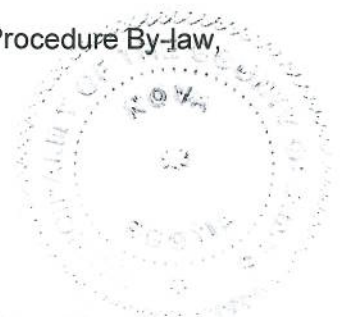
4.1 Roles and Responsibilities

The Chair

4.1.1 The Chair shall:

- a. Work with the Senior Staff Member (SSM) to prepare the meeting agendas;
- b. Approve the agenda prior to circulation in accordance with provision 4.4.3 of this Policy;
- c. Advance the related strategic directions approved by Council;
- d. Follow the duties detailed in Section 21 of By-law 64: Meetings and Procedure By-law, and the provisions of By-law 102: Committees Governance By-law;

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- e. Follow the MGA in the conducting of meetings, without limitation ss. 22, and 30; and
- f. Present reports and recommendations to Council.

Mayor

- 4.1.2 As the Chief Executive Officer of the Municipality, the Mayor may serve in the role of Committee Chair, or Committee member, or attend any Committee meeting in an *ex officio* capacity to "...monitor the administration and government of the municipality" (s.15 (3) (a) MGA).

Committee Members

- 4.1.3 Committee members shall:
- a. Abide by the provisions detailed in By-laws 64 and 102;
 - b. Abide by the provisions of the MGA;
 - c. Request, receive, review, and bring forward pertinent information to the Committee; and
 - d. Formulate recommendations related to the Committee's work plan.

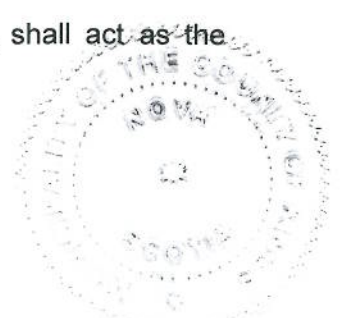
Chief Administrative Officer (CAO)

- 4.1.4 The CAO shall exercise the duties mandated by Part II (Administration) of the MGA. Specifically, as to the function of Committees, these duties include, without limitation:
- a. Providing observations and suggestions on any subject matter under discussion by the Committee (make recommendations);
 - b. Managing matters of liability and/or litigation with the Municipal Solicitor; and
 - c. Following the reporting and accountability requirements of the MGA.

Senior Staff Member

- 4.1.5 Relative to this Policy, an SSM means a Director or Manager of the Municipality, or a staff member of the Municipality appointed by a Director or Manager.
- 4.1.6 Subject to (e) below, there shall be an SSM assigned to each Committee. The SSM will:
- a. Develop draft agendas in consultation with the Chair;
 - b. Ensure agendas, minutes, and meeting packages are circulated in accordance with provision 4.5 of this Policy;
 - c. Designate an Administrative Assistant who, among other duties, shall act as the recording secretary for the Committee;

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- d. Assign additional duties to Administrative Assistants and/or Technical Staff. In the case where a staff member has been delegated responsibility for a Committee, assignment of additional duties shall be made through the appropriate Manager or Director; and
- e. In the absence of an assigned SSM, the CAO, or Deputy CAO as directed by the CAO, shall assume the responsibilities under this section.

Technical Staff and Administrative Assistants

- 4.1.7 Technical Staff shall attend meetings of the Standing or Advisory Committee, as necessary and, related to their area of expertise, provide information and/or advice. The role of Technical Staff is to act as a resource to the Committee, in addition to any duties assigned to them in accordance with provision 4.1.6 (d) of this Policy.
- 4.1.8 Administrative Assistants designated by the SSM shall take minutes of each Committee meeting pursuant to By-law 102 s. 2.13. Administrative Assistants shall further assemble and circulate approved agendas, minutes and meeting packages approved by the related SSM in accordance with provision 4.5 of this Policy.

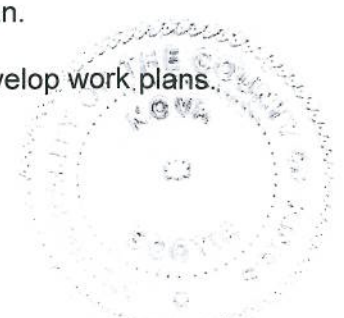
4.2 Operating Terms of Reference

- 4.2.1 Each Standing and Advisory Committee of Council shall have Terms of Reference that establishes the Committee's:
 - Mandate;
 - Goals and objectives;
 - Guiding principles;
 - Membership composition;
 - Deadline for agenda circulation (in accordance with provision 4.5 of this Policy); and
 - Frequency of meetings and/or the establishment of standing meeting dates.

4.3 Work Plan

- 4.3.1 Each Standing and Advisory Committee of Council shall follow a work plan. The review and discussion of work plan elements is to be included as a standing item on each regular meeting agenda.
- 4.3.2 Committee work plans are to advance the Municipality's Strategic Plan.
- 4.3.3 SSM in consultation with Committee Members and the CAO shall develop work plans.

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4.3.4 The CAO shall approve work plans.

4.4 Development/Approval of Agenda

4.4.1 The Chair and the SSM shall collaboratively develop meeting agendas.

4.4.2 The Chair and SSM shall:

- a. Ensure that the agenda addresses the Committee's work plan;
- b. Abide by the provisions detailed in By-laws 64 and 102; and
- c. Abide by the provisions of the *Municipal Government Act* s.22 and s. 4.1.1 of this Policy.

4.4.3 In accordance with provision 4.1.1 (b) of this Policy, the agenda must be approved by the Chair of the Committee prior to circulation.

4.5 Circulation Deadlines

4.5.1 The agenda and related meeting package shall be circulated 7 calendar days in advance of a regular meeting to allow all Committee members sufficient time to prepare for the meeting.

4.5.2 If a support paper or other such item for the agenda is not prepared by the deadline, it may be added to the agenda package no less than 72-hours prior to the meeting. Every effort shall be made to ensure the agenda package, in full, is circulated 7 calendar days in advance.

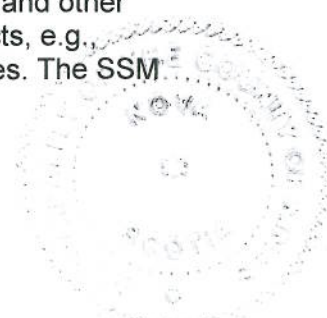
4.5.3 Subject to this Policy and with consideration to s.22 MGA, all meeting agendas and meeting packages are to be publicly posted on the Municipality's website in accordance with 4.5.1 and 4.5.2 of this Policy.

4.6 Communication

4.6.1 Staff shall communicate progress on the work plan with the corresponding Committee members.

4.6.2 The SSM or their designate shall notify Committee members, Mayor, CAO, and other members of Council (if activities are planned for individual Councillor Districts, e.g., Public Information sessions) in advance of public notification of said activities. The SSM

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shall further use their best judgement to notify all of Council in instances where an activity or the subject matter may be of common interest. Such communications shall contain but may not be limited to:

- a. A description of the activity or meeting;
- b. Venue of the activity or meeting; and
- c. Time and date of the activity or meeting.

4.6.3 As changes occur, the Municipal Clerk or designate shall circulate an updated table of information related to Standing and Advisory Committees to Council and all Staff Members containing the following information:

- a. Committee Name;
- b. Chair;
- c. Committee Members;
- d. Senior Staff Member(s) assigned (name and title);
- e. Administrative Assistants assigned (title);
- f. Technical Staff assigned (if applicable / title);
- g. Standing meeting date; and
- h. Agenda circulation deadlines.

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