

BY-LAW 4

COMMITTEES AND BOARDS

SPECIAL COMMITTEES:

1. (1) Besides the Standing Committees herein provided for, the Council may appoint Special Committees.
- (2) Unless otherwise determined, a Committee may act whether Council is in session or not.

EX-OFFICIO MEMBERS:

- (3) The Warden and Deputy Warden are ex-officio members of every committee appointed by the Council, over and above the number prescribed therefor.

COMMITTEE REPORTS:

2. (1) When any matter is referred by the Council to a Committee, the Committee shall report thereon to the Council in writing signed by a majority of the members appointed to the Committee.
- (2) Any minority may submit a separate report signed by him or them.
- (3) The Clerk shall file and preserve all such reports as part of the proceedings of the Council.

STANDING COMMITTEES:

3. (1) The Council shall appoint the following Standing Committees and Boards:
 - (i) Standing Committees:
 - (a) Finance Committee
 - (b) Social Services Committee
 - (c) Industrial Committee
 - (d) Public Works Committee
 - (e) Planning Advisory Committee
 - (f) Recreation Committee
 - (ii) Boards
 - (a) Board of Health
- (2) All Standing Committees shall consist of not less than three members

(3) Committee Chairman:

Unless otherwise provided, the Councillor first named in the appointment of Councillors to any Committee shall be the Chairman thereof, and the Clerk shall furnish him with a copy of the resolution appointing the Committee.

(4) Functions of Committees:

Except as is otherwise specifically provided, the Standing Committees shall meet once a month, or when summoned by the Chairman thereof.

(5) Finance Committee:

The duties of the Finance Committee are:

- (a) Prepare a budget of Municipal Expenditures for submission to Council.
- (b) Consider and pass on all tenders, contracts, projects involving the expenditures of municipal funds, unless the Council otherwise decides.
- (c) Examine all municipal expenditures
- (d) Examine ways and means of raising revenue, whether by licenses, rates, taxes, loans, debentures, franchises, or otherwise.
- (e) Estimate probable receipts of revenue.
- (f) Examine all matters in relation to assessment.
- (g) Examine the collection of municipal rates and taxes debts and revenue.
- (h) Examine the accounts kept by municipal officers as referred to the Committee of Council.
- (i) Shall inquire into and advise the Council upon the law as it affects the Municipality and shall have the power to propose amendments of Statutes, By-Laws, and Regulations, and to urge the Legislature to alter the laws for the benefit of the Municipality.
- (j) The objects of Municipal Expenditure which are for the joint benefit of the Municipality and any other Municipality.
- (k) The determination of the amount which, having regard to the apportionment of expenditures as required by the Assessment Act, should be borne by the Municipality and any other Municipalities.

(6) Social Service Committee:

- (a) Examine and consider all matters relating to the Municipal Social Assistance Program.

(b) Recommend policies relating to the Municipal Social Assistance Program.

(7) Industrial Committee

(a) Inquire into and advise upon regulations and licensing of trade and trades within the Municipality.

(b) Inquire into and advise upon Special Assessments or concessions for the encouragement of Trade, Industry and Housing.

(c) Recommend closing hours for retail shops.

(d) Recommend a Weed Control Program

(e) Advise upon and encourage Industry, including farming, fishery and forestry.

(f) Inquire into and advise upon the regulations of animals and the establishment and regulation of pounds.

(8) Public Works:

The Public Works Committee shall inquire into and advise the Council upon:

(a) All construction of municipal buildings in progress.

(b) All proposed new construction of municipal buildings.

(c) All proposed sewer and water works, pavement of streets, curb, gutter and sidewalks.

(d) Maintenance of all sewer and water works.

(e) The condition of lockups and goals and of the prisoners therein, and the manner and means of fulfilling any law respecting the same.

(f) The condition of all municipal real property and personal property.

(g) All matters relating to garbage collection.

(9) Planning Advisory Committee:

The Planning Advisory Committee shall inquire into and advise the Council upon:

(a) All matters affecting planning generally.

(b) The preparation, amendment or revision of a municipal development plan, a zoning by-law under such plan, or a subdivision by-law.

(c) The engagement of community planners, consultants, clerks and others as may be necessary for the purposes of the Committee.

(d) The promotion of public interest in the planning and orderly development of the Municipality.

- (e) Doing all such other matters and things as may be necessary for or incidental or conducive to the attainment of the foregoing.

(10) Recreation Committee:

The Recreation Committee shall inquire into and advise the Council upon:

- (a) All matters dealing with recreational and cultural activities within the Municipality.
- (b) Promotion of public interest in recreation within the Municipality.
- (c) The preparation of recreational and cultural programs.
- (d) The engagement of recreational staff as may be necessary for the purposes of the Committee.

(11) Board of Health:

The Board of Health shall have the rights and duties assigned to it by the Public Health Act, being Chapter 246 of the Revised Statutes of Nova Scotia, 1967, and amendments thereto.

REPORTS:

- (12) The Council may by resolution require an annual report from any fence viewer, pound keeper or other person appointed.