



Title: Committees Policy

Approved by Council

Date: June 24, 2024

Policy Review Notification

Date: June 7, 2024

Policy Review

Date: June 10, 2024

I certify this to be a true copy of the **Committees Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held June 24, 2024.

Shelley David

Municipal Clerk

1. Purpose

The purpose of this policy is to identify a process for establishing Committees of Council, define requirements for maintaining and supporting their work, coordinate the appointments, and outline the process for requests for appointments to external bodies and local boards not established by Council.

2. Scope

This policy applies to Council and municipal staff who are involved in the review, creation, amendment, and dissolving process of all committees of the council and any board, committee, commission, or corporation of the municipality, including appointments to external bodies and local boards not established by Council. It excludes internal working groups of an administrative nature.

3. Definitions

In this Policy:

- a) **“ABCCs”** means Agencies, Boards, Commissions and Committees. This acronym may also be used throughout this document to interchangeably mean boards of municipally owned corporations, ABCCs established by bylaw,

advisory committees, task forces, working groups, and other bodies. At times, a distinction is made to note Council-established ABCCs, i.e. those created by Council, to differentiate them from those to which are not under the Municipality's control.

- b) **“CAO”** means the Chief Administrative Officer for the Municipality.
- c) **“Clerk”** means the Municipal Clerk for the Municipality.
- d) **“MGA”** means the Municipal Government Act (Nova Scotia).
- e) **“MOCR”** means the Municipality of the County of Richmond.
- f) **“Municipality”** means Municipality of the County of Richmond.
- g) **“Terms of Reference (TOR)”** means a document that provides guidelines and clear direction to appointed members to help manage expectations and to provide accountability for the activities of an ABCC.

4. Roles and Responsibilities

4.1. Municipal Council will be responsible to:

- a) review, amend and adopt the Committees policy;
- b) review all internal and external ABCCs at the beginning of a new term of Council and when necessary, throughout the term of Council.

4.2. The CAO will be responsible to:

- a) implement the Committees policy, and
- b) work with Municipal Council to review all ABCCs.

4.3. Municipal staff will be responsible to:

- a) follow the policy statements within this document.

5. Policy Statement

This policy is made pursuant to section 24 of the Municipal Government Act (MGA), which empowers Council to establish committees, and Section 23(1)(c) of the MGA, which empowers Council to make policies providing for committees and conferring powers and duties upon them.

6. Agencies, Boards, Commissions, Committees

6.1. Agencies, Boards, Commissions, Committees (ABCCs):

- a) **Standing**, a committee of indefinite duration established by Council which may include council members and citizens appointed by Council.
- b) **Statutory**, a board, commission, or committee established by Council pursuant to a specific enabling statute or agreement and may be of indefinite duration may include council members and citizens appointed by Council.
- c) **Advisory**, a committee with citizens and member of council appointees. These committees offer recommendations and insights to Council, helping shape policies, projects, and decisions that impact the Municipality.
- d) **Ad-hoc / Special Project**, a short-term committee established by Council to inquire into or deal with a specific issue which may include council members and citizens appointed by Council.
- e) **Inter-Agency**, an external committee comprised of representatives appointed by multiple agencies which may include multiple municipalities (and other departments/agencies) and have Terms of Reference agreed upon by all parties, including an endorsement by the Municipality(ies).
- f) **Inter-Municipal**, an external committee with other municipal partners via request or through Intermunicipal Service Agreements which would include members of Council appointed by their respective municipalities.
- g) **External Community**, an external organization, or group that was created and is managed by an entity that is not the Municipality. Requests for Council appointments are reviewed and considered, see procedure, section 9.
- h) **Citizen Advisory and Community Committees**, as per Sections 26 and 27 of the MGA, Council may establish, by policy, citizen advisory and community committees which shall advise Council, as directed by Council.

7. Review

- 7.1.** At the beginning of a new term of Council, Council shall review all ABCCs (Appendix A) and, by resolution, approve the list of ABCCs and available appointments of members of Council, staff, and citizens. The CAO and Clerk will assist Council by providing any information available such as current membership and, through Terms of Reference (template in Appendix B), mandates, goals, and objectives of each ABCC, and may recommend future priorities and direction in keeping with any policies of the municipality. At the end of the first half of a term of Council, committee membership will be reviewed and new Council member appointments may be made.
- 7.2.** For ABCCs under Council direction, Council may create, amend an existing or dissolve ABCCs by resolution at the time of review or as necessary throughout the term of office where permitted by legislation.
- 7.3.** All approved ABCCs will be listed in the MOCR Committee Matrix, Appendix A.
- 7.4.** Council may appoint persons who are not members of Council to ABCCs.
- 7.5.** Except for ABCCs established by policy [Section (6)(h)], all ABCC appointments shall be made by Council resolution, membership shall be in accordance with terms of reference, by-laws, statutes, or other written agreement.

8. Creation, Amendment or Dissolve

8.1. Creation

The creation of a new ABCC requires the approval of the Council and may be initiated by several factors. These factors include the Municipality strategic plan, significant public issues or trends where public input is deemed desirable, legislated requirements (Federal/Provincial/Municipal By-Law), and staff requests. The following shall guide in the process:

- a) On Council's direction, the appropriate department shall prepare a staff report which shall include the following:

- i. Public and financial considerations;
 - ii. Impact on other departments and users;
 - iii. Consideration of the Municipality Strategic Plan and departmental goals and objectives;
 - iv. Proposed Terms of Reference using the Council approved template (Appendix B)
 - v. Recommended appointment of appropriate Council and staff resources taking into consideration human resource constraints.
- b) After approval, the Clerk on behalf of Council will facilitate the appointment process, in accordance with this policy, based on the Terms of Reference and place the ABCC on the Committee Matrix list, Appendix A.
- c) The establishment of a corporate board for an entity wholly owned by the municipality requires an instrument of incorporation and the creation of by-laws. Both the instrument of incorporation and the by-laws require a council resolution, review by the solicitor, and submission to Nova Scotia Municipal Affairs for ministerial approval.

8.2. Amendment

- a) Changes to Terms of Reference that amend an ABCCs function, member structure, or mandate require council approval and may be initiated by several factors:
- i. Council's review of all ABCCs.
 - ii. A recommendation and report by the ABCC.
 - iii. A recommendation and report by Staff.
 - iv. Changes to legislation
- b) A staff report addressing the proposed changes will be prepared by the relevant department and presented to Council. The report will be analytical in nature and include such items as, but not limited to:
- i. Indication of which factor led to the proposed amendment.
 - ii. Supporting information, including cause/effect analysis, cost analysis, and required resources.
 - iii. Impact on Terms of Reference

- c) For municipal corporations, a list of amendments to by-laws. These will require approval of the corporation board and council by resolution; the amendments are to be filed with the Province.

8.3. Dissolve

- a) All ABCCs created by Council will formally be dissolved by Council resolution. The reasoning may be initiated by one of the following:
 - i. Completion of task or mandate
 - ii. Resolution of issues
 - iii. Legislative requirement no longer exists
 - iv. Merger with another committee
 - v. Recommendation of a Council review process
 - vi. Recommendation by Committee by resolution
 - vii. Recommendation by Staff in Staff Report
- b) A report prepared by support staff, addressing the request to dissolve an ABCC, will be presented to Council. The report will include a summary of the reasons supported by background information.
- c) After a committee is dissolved, the office of the CAO will:
 - i. inform staff members;
 - ii. Remove the ABCC from the Committee Matrix list; and
 - iii. Send thank-you letters, on behalf of Council, to committee members.
- d) Dissolving a board of a Municipally owned corporation requires guidance from the Municipal solicitor.

9. Request for Council Appointment from External Community Board or Committee

- 9.1.** Council supports the efforts of community-based organizations within the Municipality and acknowledges the exemplary service they provide to the community.
 - a) Requests for council appointed members should be made in writing, addressed to the Warden and Council and include the terms of reference and or by-laws.

- b) Council may approve appointments to serve on external community boards and committees only where all of the following criteria are met:
- i. The board or committee has a particular goal or objective that aligns with the Municipality's role in the community (Strategic Plan & Council priorities);
 - ii. are community wide in scope;
 - iii. affect or may affect a municipal interest;
 - iv. are community organizations with a mandate to provide an alternative service delivery in respect of municipal property on behalf of the Municipality, and to which the Municipality is the primary funder;
 - v. Meets on a regular basis;
 - vi. Has an approved terms of reference or similar governing documents; and
 - vii. Provides proof of insurance to the satisfaction of the Municipality.
- c) In considering a request, Council shall consider the commitment in terms of time and duties, and whether the member of Council or staff member can reasonably take that time and perform those duties in conjunction with their regular municipal duties, and if a citizen appointment would be best suited [see Section 10 (2)].
- d) Where all of the criteria listed in Section 9.1 (b) are not met, or human resource considerations outlined in Section 9.1 (c) are constrained, the Municipality shall not appoint a member of Council, staff or a citizen appointment to the community ABCC.
- e) Approved community ABCC will be listed on the Committee Matrix followed by the appointment process.

10. Appointments

Appointments to ABCCs are as follows.

10.1. Members of Council Appointments

- a) Members of Council are not entitled to additional remuneration by the Municipality for serving on ABCCs established by Council, however, they may be reimbursed for expenses incurred as committee members. Procedure and claim forms can be found in the MOCR Travel and Expense Policy.
- b) Any member of Council not appointed to a committee may attend committee meetings as an observer, and at the discretion of the chair may participate in the discussion, but is not entitled to vote.
- c) The Warden is an ex-officio member of all ABCCs, as per MOCR Council Procedural Policy.

10.2. Citizen Appointments

- a) A person must meet all the following requirements to be eligible to apply for an appointment by Council to ABCCs:
 - i. Have the best interests of the ABCC and the municipality at heart and be prepared to actively contribute to the ABCC's goals,
 - ii. Be at least 18 years of age (exceptions may be made by Council for committees specifically related to youth or requiring a youth member);
 - iii. Be a resident of the Municipality for at least the last six (6) months before making an application and must continue to be a resident of the Municipality throughout the term of the appointment;
 - iv. If/where required by law for a specific appointment, the resident must also be a Canadian citizen; and
 - v. Each ABCC may require additional qualifications for an appointment.
- b) Citizen appointments are entitled to an honorarium, as per Section 24 (6) (a) of the MGA, the amount determined by Council is \$75 per meeting, paid quarterly based on attendance.

- c) Expenses incurred as committee members may be reimbursed. The procedure and claim forms can be found in the MOCR Travel and Expense Policy.

10.3. Staff Member Appointment

- a) Municipal staff person(s) holding the position(s) specified in the Terms of Reference on a permanent or acting basis will be considered members of the ABCC; if the specified staff person is unavailable to attend a meeting the CAO may send a designate.
- b) Municipal Staff are always non-voting members and they do not count towards quorum.
- c) Pursuant to section 31 (2) (a) of the MGA, the CAO is a non-voting member of all meetings of the council and any board, committee, commission, or corporation of the municipality. The CAO is empowered to make observations and suggestions on any subject under discussion but is not obligated to attend meetings and is not counted in determining if a quorum is present.

10.4. Municipal Liaison

- a) Members of Council or Municipal Staff may be designated as a liaison for independent external community groups which are deemed to be of strategic importance to the business of Council for the purposes of maintaining consistent connection/communication.

10.5. Provincial Appointments

- a) Provincial appointments are conducted through an application process facilitated by the province. Specific deadlines for applications are announced in the spring and fall of each year. Applicants can apply directly on the province's website at https://novascotia.ca/exec_council/abc/.

11. Terms of Appointment

- 11.1. Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a review of ABCCs by Council.

- 11.2. Citizen appointments to committees shall be for four years with the first year beginning one year after the municipal election cycle to ensure continuity for the ABCCs.
- a) Unless the ABCC policies/bylaws state otherwise, such members may serve no more than eight consecutive years (two terms) but are eligible for reappointment after an absence of at least one year.
 - b) If Council determines a member of a committee has expertise relating to the work of the committee for which the Municipality would otherwise be required to pay, there may be no set limit to the number of consecutive terms that person may be appointed to the committee.
 - c) Council reserves the right to reappoint a citizen appointee who has completed their second term of office in the event the Municipality has not received any suitable applications for the vacancy.
- 11.3. Statutory ABCC appointments shall be as provided in the applicable enabling statute, agreement or bylaws. Where the enabling statute, agreement or bylaws do not provide for the term of appointment, the provisions of this Policy will apply.
- 11.4. Ad Hoc / Special ABCCs appointments are concurrent with the time frame provided to complete its work, after which the members' terms expire unless extended by Council resolution.
- 11.5. Inter-Agency and Inter-Municipal appointment(s) shall be subject to this policy unless determined within their own policy/bylaw guidelines.
- 11.6. Approved External Community ABCCs appointments shall be subject to this policy unless determined within their own policy/bylaw guidelines.
- 11.7. Citizen Advisory and Community Committees appointments shall be subject to this policy or determined within their own policy guidelines, as per section 26 and 27 of the MGA.

12. Appointment Process and Advertising

- 12.1.** After Council review of ABCCs, or upon early vacancy of an appointment by a citizen, Council shall identify:

- a) Citizen vacancies (current and upcoming);
- b) Any skills, assets and/or qualifications for the particular appointment; and
- c) The deadline to submit applications for the appointment.

12.2. The appointment shall be advertised as per the Strategic Communications Plan. The advertisement must contain the following information:

- a) mandate/role and responsibilities of the ABCC;
- b) the skills, assets and/or qualifications for the appointment as set out in the resolution of Council pursuant to Section 11.
- c) the deadline for submitting applications; and
- d) how to submit the application.

12.3. Once the applications have been received by staff, the applications will be presented to Council. Council will meet in camera (personnel), to review and consider applicant(s) for ABCC membership. In considering citizen appointments, Council will take into account a variety of factors including:

- a) Lived and professional experience and background of the applicants in a field related to the work of the committee;
- a) Applicants' education in a field related to the work of the committee;
- a) Experience of the applicants in serving on committees and boards;
- a) Ensuring that committee membership is inclusive and diverse and representative of the community;
- a) Recommendations made by the applicable committee, if applicable.

12.4. Following a resolution of Council confirming the appointment, the Office of the Chief Administrative Officer will:

- a) Provide the Appointee with a letter that includes:
 - i. a copy of the resolution of Council appointing the Appointee;
 - ii. the date of the appointment;
 - iii. related documents;
 - iv. a date for an orientation session;
 - v. confirmation that the Appointee shall hold the appointment at the pleasure of Council; and
 - vi. a request that the Appointee confirm acceptance of the appointment.

- a) Upon confirmation of acceptance of the appointment by the Appointee, the Office of the Chief Administrative Officer must:
 - i. make a record of the appointment, including the resolution of Council where the appointment was made;
 - ii. update the website as per the Strategic Communications Plan, and
 - iii. notify the Chairperson of the ABCC of the appointment and provide the Appointee's contact information.

12.5. Provincial appointments are conducted through an application process facilitated by the province. The office of the CAO will share the advertisement to promote the opportunity to encourage applicants as needed. Once the appointment is confirmed, the office of the CAO will provide Council with an update.

13. Vacancy/Resignation/Dismissal

13.1. Members wishing to resign their appointment shall submit a letter of resignation to be forwarded as soon as possible to the ABCC Chair.

13.2. The Chair will inform the ABCC of any vacancies due to resignation, severe illness or death.

13.3. A motion from the ABCC is required to recommend to Council to initiate the appointment process to fill the vacancy.

13.4. The office of the CAO will initiate the appointment process to fill the vacancy as per Section 12. Appointments will only be made for the remainder of the term.

13.5. Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the ABCC will cease to be a member of the ABCC, and the CAO shall advise Council of the vacancy.

13.6. At the request of the ABCC or on its own initiative, Council may remove or request the resignation of any of its member appointees, whether a citizen member or Council member, for malfeasance or any other good and sufficient cause.

14. Municipal Staff Support

14.1. Municipal staff will coordinate and or conduct orientation sessions for ABCC appointees including returning appointees at the beginning of each Council term.

- a) Further sessions may be conducted for appointees during the Council term, as required. Orientation packages will be distributed to all members for reference purposes.
- b) Each package will include, but not be limited to, the following information:
 - i. Establishing Statute/Policy/By-Law/Terms of Reference
 - ii. MOCR Committees Policy
 - iii. MOCR Council Procedural Policy
 - iv. Any related approved plans/studies
 - v. Member and Council Contact Information

14.2. Departments may provide research support and professional advice to ABCCs as directed by the CAO. As necessary, the Office of the CAO will communicate and engage with other levels of government to ensure legislative compliance.

14.3. The Municipal Clerk or designate will be present to take minutes at all ABCCs. The Municipal Clerk or designate is not a member of the ABCC and therefore is not entitled to vote. The responsibilities of the Municipal Clerk or designate will include, but not be limited to, the following:

- a) Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning,
- b) Ensuring the preparation of draft minutes,
- c) Preparing presentations for the committee that may also be shared with the general public,
- d) Providing an orientation to the work of the committee when required,
- e) Any other projects or tasks approved by the CAO.

14.4. The Municipality will maintain all official records pertaining to Council-established ABCCs in accordance with the MOCR Records Management Policy.

15. Terms of Reference

15.1. Council-established ABCCs shall have a Terms of Reference (TOR), approved by Council and be in the same format as the MOCR TOR Template, Appendix B.

15.2. ABCCs not established by Council will provide a copy of their TOR or other establishing documents to the Office of the CAO.

16. Meeting Procedure, Agenda and Minute Formats

Meeting procedure, agenda, and minute formats for Council-established ABCCs shall adhere to the same guidelines outlined in the MOCR Council Procedural Policy. In cases where TOR/policies/by-laws, including the corporate by-laws of an ABCC, do not specify, this policy and the MOCR Council Procedural Policy shall apply.

17. Authority

17.1. ABCCs do not have the authority to communicate with other levels of government on behalf of MOCR. ABCCs not established by Council may do so on behalf of their respective organization.

17.2. ABCCs do not have the authority to pledge the credit of the Municipality or authorize expenditures to be charged against the Municipality unless approved by Council by resolution.

17.3. ABCCs shall not utilize external services or otherwise commit the MOCR to money expenditures except by requesting funds from Council.



18. Reporting and Communicating

- 18.1.** At least quarterly, ABCC progress reports shall be presented to Council at Committee of the Whole meetings by a designated ABCC member (member of Council, staff, and/or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.
- 18.2.** Actions recommended by ABCCs requiring Council approval shall be communicated to Council by a designated ABCC member (member of Council, staff and/or citizen appointee) at the Regular Council (or Special) meeting immediately following the ABCC meeting where the recommendations were made.
- 18.3.** In the event an ABCC fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the ABCC's mandate, without awaiting the ABCC report or recommendation.
- 18.4.** Approved Council-established ABCC meeting agendas, minutes and other relevant documentation will be collected/disseminated according to the Strategic Communications Plan Policy.

Related Documents

[Municipal Government Act](#)

[Municipal Housing Corporation Act](#)

[Municipal Conflict of Interest Act](#)

MOCR Council Procedural Policy (Draft in progress)

[Code of Conduct for Elected Municipal Officials](#)

[Policy on Confidentiality and Non-Disclosure](#)

[MOCR Strategic Plan](#)

[Strategic Communications Plan](#)

Appendix

Appendix A – MOCR Committee Matrix

Appendix B – MOCR Terms of Reference Template

Policy Review/Amendment Schedule

| Date of Review | Approved/Amended by Council |
|---|-----------------------------|
| March 11, 2024, April 8, 2024, May 27, 2024, June 10, 2024. | |
| | June 24, 2024 |

MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs

| Agencies, Boards, Commission, Committees ABCCs | Approximate Meeting Frequency | Committee Type | Creation | Members of Council | Warden Required | Alt Councillor | CAO | Dir. Finance | Dir. PW | Dir. CD & Recreation | Clerk | Other Staff | Citizen Appt.'s | Other External |
|--|---|----------------|----------------------|---|-----------------|----------------|-----|--------------|---------|----------------------|-------|-------------|-----------------|----------------|
| 1 | IDEAS Committee | 1/month | Advisory / Statutory | Accessibility Act | 1 | | | | | 1 | | 1 | 4 | 3 |
| 2 | Allan J. MacEachern Regional Airport Mgmt Committee | min 4/year | External Community | By Policy | 2 | | 1 | 1 | | | | | | 6 |
| 3 | Audit Committee | 3-4/year | Standing / Statutory | Municipal Government Act | 5 | | | 1 | 1 | | | | 1 | |
| 4 | By-Law/Policy Committee | 2-3/month | Standing | Council | 5 | | | 1 | 1 | 1 | 1 | 1 | 2 | |
| 5 | Cape Breton Regional Enterprise Network (CBREN) Liaison Oversight Committee | 4/year | Inter-Municipal | Agreement | | 1 | | 1 | | | | | | 14 |
| 6 | Committee of the Whole | 1/month | Standing | Council | 5 | | | 1 | 1 | 1 | 1 | 1 | | |
| 7 | Eastern District Planning Commission | 1/month | Inter-Municipal | Agreement | 2 | | | 1 | 1 | | | | | 10 |
| 8 | Eastern Counties Regional Library Board | 4/year | Inter-Municipal | Library Act/ Agreement | | | | | | | | | 1 | 7 |
| 9 | Fences Arbitration Committee | As Needed | Standing / Statutory | Fences and Detention of Stray Livestock Act | 1 | | | | | | | | | 1 |
| 10 | Fire Protection Services Committee | 4/year | Standing | Council | 1 | | | | | | | 1 | | 14 |
| 11 | Landrie Lake Water Utility Board | 4/year | Inter-Municipal | Agreement | 2 | | | 1 | 1 | | | | | 3 |
| 12 | Landrie Lake Watershed Advisory Committee | 4/year | Inter-Municipal | Agreement | 1 | | | | 1 | | | | 1 | 8 |
| 13 | Municipal Emergency Management Advisory Committee (MEMAC) | 2/year (min) | Advisory / Statutory | Emerg.Mgmt Act | 3 | | | 1 | | | 1 | 1 | | |
| 14 | Municipal Emergency Management Planning Committee (MEMPC) | 4/year | Advisory/ Standing | By-Law #50 | 2 | | | 1 | 1 | 1 | 1 | 1 | | 7 |

| | | | | | | | | | | | | | | | |
|----|--|---------|----------------------|----------------------------|---|---|--|---|--|---|--|---|--|---|---|
| 15 | Planning Advisory/Heritage Committee | 1/month | Standing | Council | 5 | | | | | | | | | 2 | |
| 16 | RCMP Advisory Board | 4/year | Advisory / Statutory | Police Act | 2 | | | | | | | | | 2 | 1 |
| 18 | Recreation Advisory Committee | 6/year | Advisory / Standing | By Policy | 1 | | | | | 1 | | 2 | | 8 | |
| 17 | Richmond Villa Board | 6/year | Standing / Statutory | Municipal Housing Corp Act | 3 | | | | | | | | | 3 | |
| 19 | Richmond/Port Hawkesbury Joint Park Commission | 1/month | Inter-Municipal | Agreement | 2 | 1 | | 1 | | | | | | | 4 |

EXTERNAL COMMUNITY - Members of Council / Staff Appointees

| ABCCs | | Approximate Meeting Frequency | | Appointment Created | Members of Council | Warden Required | Alt Councilor | CAO | Dir. Finance | Dir. PW | Dir. CD & Recreation | Clerk | Other Staff | Citizen Appt.'s | Other External |
|-------|---|-------------------------------|--|---------------------|--------------------|-----------------|---------------|-----|--------------|---------|----------------------|-------|-------------|-----------------|----------------|
| 20 | Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) Senior Council | 4/year | | By Policy / Charter | 1 | 1 | | | | | | | | | ~20 |
| 21 | Bras d'Or Lakes CEPI Steering Committee | 1/quarter | | By Policy | 0 | | | | | | | | 1 | | |
| 22 | Cape Breton South Recruiting for Health | 1/month | | By Policy | 1 | | 4 | | | | | | | | ~20 |
| 23 | Fire Services Association of Nova Scotia (FSANS) | 6/year | | By Policy | | | | | | | | | 1 | 1 as Alternate | |
| 24 | Pitu'paq | 1/month | | By Policy | 1 | | | | | | | | | | |
| 25 | Strait Area Transit (SAT) | 6/year | | By Policy | 2 | | | | | | | | | | 10 |
| 26 | Strait of Canso Offshore Wind Task Force | 1/month | | By Policy | 1 | | | | | | | | | | |
| 27 | Strait Richmond Housing Matters Coalition | 1/month | | By Policy | 1 | | | | | 1 | | | | | ~16 |

EXTERNAL COMMUNITY - CITIZEN APPOINTEES

| ABCCs | | Approximate Meeting Frequency | | Appointment Created | | | | | | | | | | Citizen Appt.'s | Other External |
|-------|--|-------------------------------|--|---------------------|--|--|--|--|--|--|--|--|--|-----------------|----------------|
| 28 | Strait of Canso Superport Corporation - Strait Superport | 6/year | | By Policy | | | | | | | | | | 1 | |
| 29 | St. Peter's, Sampsonville and Area Water Utility Board | 1/month | | By Policy | | | | | | | | | | 4 | |
| 30 | Destination Cape Breton Association (DCBA) | 6/year | | By Policy | | | | | | | | | | 1 | |
| 31 | Bras d'Or Lakes Biosphere Association | 6/year | | By Policy | | | | | | | | | | 1 | |
| 32 | Cape Breton Local Immigration Partnership | 4/year | | By Policy | | | | | | | | | | 1 | |

EXTERNAL COMMUNITY - MUNICIPAL LIAISON APPOINTEES

| ABCCs | | Approximate Meeting Frequency | | Liaison Created | Members of Council | | | | | | | | Other Staff | | Other External |
|-------|--|-------------------------------|--|-----------------|--------------------|--|--|--|--|--|--|--|-------------|--|----------------|
| 33 | Doctor Kingston Memorial Community Health Centre | 10/year | | By Policy | | | | | | | | | | | |
| 34 | Raising the Villages | 6/year | | By Policy | | | | | | | | | | | |
| 35 | Richmond County Literacy Network (RCLN) | 10/year | | By Policy | | | | | | | | | | | |
| 36 | Volunteer Fire Departments | varies | | By Policy | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|----|--|------------------------------------|--|-----------|--|--|--|--|--|--|--|--|--|--|--|
| 37 | Seniors Take Action Coalition (STAC) | Commtee 1/month Board 6/year | | By Policy | | | | | | | | | | | |
| 38 | St. Anne's Community & Nursing Care Centre | 11/year | | By Policy | | | | | | | | | | | |



1. Purpose
2. Mandate
3. Role and Responsibilities
4. Composition and Terms of Appointment
5. Meetings
6. Authority and Accountability

6.1 The (**Insert Committee Name**) Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.

6.2 At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

8. Version Log

| Version Number | Amendment Description | Council Approval | Date |
|----------------|-----------------------|------------------|------|
| | | | |

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

 Shelley David
 Municipal Clerk