

## **COMMITTEES AND BOARDS BY-LAW**

1. The Council may annually appoint, at its first meeting in November, any of the following standing committees:
  - a. Finance
  - b. Fire
  - c. Police & Licensing
  - d. Public Works
  - e. Airport
  - f. Social Services
  - g. Personnel
  - h. Parks and Recreation

Each consisting of three members or such other numbers as the Council directs.

2. The Mayor shall be an ex-officio member of all committees.
3. The Council shall also, at the same meeting, appoint members of such boards and commissions as under the provisions of any statute, or other provisions it has the power to appoint, including:
  - a. Board of School Commissioners
  - b. Board of Health
  - c. Planning Advisory Committee
  - d. Eastern Counties Regional Library Board
  - e. Joint Expenditure Board for Inverness County
  - f. Jury Committee
4. The Council may from time to time appoint such special committees as it deems necessary for the purpose of inquiring into and reporting upon any matter referred to any such committee.
5.
  1. The first named member of every committee shall act as its Chairman until a Chairman is appointed, and he shall call the Committee together within one (1) week after its appointment.
  2. When the Committee meets it shall elect its own Chairman.
  3. In the absence of a Chairman at any regular called meeting, a quorum of the Committee present may appoint a Chairman pro tempore.

6. A majority of the members of a committee shall constitute a quorum thereof.
7. If any Councillor so appointed on any committee ceases to be a Councillor he shall thereupon cease to be a member of such committees, and the Council shall appoint another to fill the vacancy.
8. A vacancy occurring in any committee or in respect to any member of a committee or any member of a board may be filled by resolution of the Council at any meeting and without giving any notices of motion.
9.
  1. The various standing committees shall report from time to time to the Council any special circumstances in respect to the services under their charge, and shall report in writing in reference to any subject coming within their supervision whenever required by vote of the Council to do so.
  2. Special committees shall report to the Council in writing upon the matters so commit to them.
  3. The written reports of all committees when unanimously signed by the Chairman, and in his absence, by the acting Chairman, otherwise by such members of the committee as concur in the report, and the minority or any dissenting member of a committee may present a separate report in writing.
10. If the report of a committee is adopted and approved by the Council, the Mayor shall cause all matters recommended in such reports to be carried into full effect.
11. The Council may confirm, alter, modify or annul any act, requirement, or direction of any committee with regard to any matter.
12. Every standing committee shall present to the Council at its last regular meeting in the civic year, or at any special meeting called for the purpose, a written report of the various matters referred to it, and of the work and business done and the expenditures made by it during the year.
13. The Committee on Finance shall:
  - a. Prepare and submit to the Council, the annual estimates of receipts and expenditures;

- b. Certify to the correctness of all bills against the Town before the payment thereof;
  - c. Recommend procedures relating to all matters in connection with the receipt and payment of money;
  - d. Consider and report on all matters relating to assessment.
14. The Committee on Fire shall:
- a. Have a general supervision over the apparatus of such departments and supplies necessary therefore, and
  - b. Have the care of the fire alarm system.
15. The Committee on Police and Licenses shall:
- a. Direct and control the policing for the Town;
  - b. Report on all matters concerning licenses within the control of the Council.
16. The Committee on Public Works shall deal with:
- a. Matters involving the care and supervision of all real and personal property of the Town, not otherwise provided for;
  - b. Matters involving the care, maintenance, construction and supervision of the streets of the Town;
  - c. Matters involving the care, maintenance, construction and supervision of the water and sewer facilities of the Town.
17. The Committee on Airports shall have the care and supervision of the Port Hawkesbury Municipal Airport.
18. The Committee on Social Services shall deal with and report to Council on all matters relating to the requirements for and the provisions of Social Service assistance to the residents of the Town.

19. The Committee on Personnel shall advise Council on all matters relating to Town Personnel or Employees.
  
20. Any voter of the Town may make any complaint to or lay any grievance before any standing committee as to any service of the Town of which such committee has the care and control. The Chairman of such committees for action or otherwise, and the matter before the next regular meeting of the Council with a statement of the facts, and shall report what has been done by the Committee in reverence thereto. Such complaint or grievance must be made or laid in writing and signed by the person complaining or aggrieved and must be lodged with or mailed to the Town Clerk. Otherwise, the committee may take not notice thereof.