

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Committee of the Whole	Number: 3.3
Coverage: Council	Approved by: Council & CAO
Effective Date : June 5, 2000	Revision Date: August 8, 2006; April 6, 2009; December 1, 2014, November 2, 2015

Rationale

This policy outlines the membership, procedures, and role of the Committee of the Whole, providing council with an effective means of discussing business in advance of council meetings.

Policy Statement

The committee shall be comprised of voting members and advisors as follows:

Membership

- All Council Members, chaired by the Mayor

Advisors

- the chief Administrative Officer
- staff designated by the CAO
- other resources as required

The terms of reference of the committee shall be:

- To discuss and assess reports and recommendations from staff to be presented to Council
- To review any reports from boards/committees/commissions and Advisory Panels established by Council or by others and recommend their handling by Council
- To review and discuss confidential matters pertaining to Town operations as provided for under the Freedom of Information/Protection of Privacy (FOIPOP) provisions under the Municipal Government Act (MGA), and as set out by Town policy
- To oversee and review draft budgets and recommend to Council
- To coordinate corporate policy discussions
- Other responsibilities as may be determined from time to time

The following procedure shall be followed concerning meetings of the committee:

- Meetings shall occur on the first Monday of each month at 7:00 p.m. for regular meeting date, and at other times as required.
- Committee meeting protocol shall be as set out for Council meetings in the MGA.
- Notice shall be posted the time and date of the regular meeting, and a special notice shall be posted if that date is varied.
- Minutes of the meetings will be open for public review and interested ratepayers may read same at the town office or may obtain a copy of same at cost.

The committee concern itself with the following areas:

- Budget, Finance and Audit
- Public Works (streets, water & sewer)
- Health & Welfare
- Protective Services (Police, Fire & Other)
- Recreation
- Administration
- Community Planning & Development

References

Province of Nova Scotia - *Municipal Government Act*.

Previous Policies

The previous policy 1/64 “Committee of the Whole of Council” dated June 5, 2000 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of November, 2015.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 10th day of November, 2015.



Rachel L. Turner
Chief Administrative Officer