

# Memo



**TO:** Chair, Strategic Planning Committee

**FROM:** Chief Administrative Officer

**DATE:** April 9, 2021

**SUBJECT:** Committees – Select or Standing

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Council under the Community Charter and its Procedure Bylaw No. 1006-2018 (excerpt attached) is authorized to appoint select committees to advise the Mayor and Council on such steps and recommendations to implement or advance the Town's strategic priorities on the mater or matters referred to it.

The length of term of a select committee is usually finite and set by council. Standing committees are established by the Mayor.

The relevant sections of the Community Charter are referenced below:

**Standing committees of council**

141. (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.  
(2) At least half of the members of a standing committee must be council members.  
(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

**Select committees of council**

- 142.(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.  
(2) At least one member of a select committee must be a council member.  
(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Council can establish such terms of reference as it considers essential to accomplish its goals.

A handwritten signature in blue ink, appearing to read "Joseph A. Fernandez", written over a horizontal line.

Joseph A. Fernandez

**45. Duties of Select Committees**

- 45.1 Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- 45.2 Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

**46. Schedule of Committee meetings**

- 46.1 At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- 46.2 The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

**47. Notice of Committee meetings**

- 47.1 Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the committee.
- 47.2 Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- 47.3 The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

**48. Attendance at Committee meetings**

- 48.1 Council members who are not members of a committee may attend the meetings of the committee.

**49. Minutes of Committee meetings to be maintained and available to public**

- 49.1 Minutes of the proceedings of a committee must be
- (a) legibly recorded,
  - (b) certified by the Corporate Officer, and
  - (c) signed by the chair or member presiding at the meeting, and
  - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

**50. Quorum**

- 50.1 The quorum for a committee is a majority of all of its members.

**51. Conduct and debate**

- 51.1 The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

