

Town of Fogo Island Council Standing Committee Structure and Terms of Reference

General Policy Statement

Council Standing Committees are an essential component of a well functioning Council. The purpose of each Committee is to objectively discuss and examine the pros and cons of each issue or item within its mandate in order to arrive at a consensus for a recommendation to be presented to Council for consideration and a decision. It is important to consider the impact of each issue on the residents or business owners of the Town over and above your own individual opinion on the issue, to actively participate in the discussion, vote and support the majority decision of Council, in particular if that decision is not the one for which you advocated.

Membership on Council Standing Committees consists of two (2) Councillors, one assigned Department Head/Staff member as a Resource Person. The Mayor and Chief Administrative Officer (CAO) are ex-officio members of all Committees and attend at their discretion. Other staff members may be invited to attend the Committee at the discretion of the Mayor, Committee Chair, or the CAO.

All issues dealing with human resources or other matters affecting the productivity or actions of staff are to be dealt with in a privilege session of Council.

The Chair of each Committee is appointed by the Mayor following consultation with individual Council member at the beginning of each term of office and after two (2) years of each term of Council or other times as required and approved by Council. The Committee membership, structure, and Terms of Reference are approved by Council.

Procedure:

The purpose of the Committee is to arrive at a consensus on each issue or item in order to arrive at a recommendation for Council's consideration and decision which will be placed before Council by a motion of the Chair and seconded by the second member of the Committee.

In the event of a conflict of interest at the Committee level an alternate Council member will be selected for participation and discussion of issue (s) of conflict in consultation with the Mayor and will either move or second the motion, as required, when presented to Council.

There is no voting at Committees only processes to arrive at a consensus. In the event there is a disagreement on the recommendation to be put forward to Council the Chair

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will put forward his or her recommendation with the Committee member seconding the motion and speaking against the motion as may be appropriate to present his or her position on the matter.

There are no minutes of Committee meetings only notes of the recommendations to be brought forward to Council including the background, options, pros and cons of the options, and a recommendation. Notes are also made of any issues that are not yet ready to be brought forward to Council for a decision to ensure that each and every issue brought before the Committee is adequately dealt with.

Meetings may be regularly scheduled or may be called by the Chair and/or the Resource Person, as required.

The agenda for each Committee meeting will be compiled by the assigned Resource Person and forwarded to the CAO for review prior to being distributed to Committee members.

Finance and Administration Committee

Assigned Resource Person: CAO

Committee Mandate:

The Committee shall deal with the following issues to bring forward a recommendation for consideration by Council:

- Strategic Planning
- Communication and Public Engagement
- Policies and Procedures
- Occupational, Health, and Safety
- Compensation and Benefits
 - Compensation and Benefits for CAO, Senior Management, and non-unionized staff
 - Human Resources
 - Recruitment and Retention
 - Training and Development
 - Performance, productivity, and discipline
 - Hiring, discipline and dismissal decisions concerning senior management
 - Town's Succession Plan including specific development plans and career planning for potential successors
- Financial statement reporting and auditing
- Budget preparation (capital and operational) and monitoring
- Financial monitoring of Town's operation and capital projects.
- Assessment and taxation
- Accounts Payable and recommendations for payment

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- Tax collection policy
- Appointment of auditors, legal services, and insurance agents
- External audit report and recommendations
- Procurement policies and compliance with the Public Procurement Act
- Accountability, transparency, internal controls, financial planning, information technology, records management, risk management and insurance, sponsorships, and donations
- CAO's Performance Evaluation
- Matters impacting the protection of the environment
- Municipal elections, by-elections, plebiscites, or referenda
- Liaise with Provincial and/or Federal Governments and agencies on issues of interest or concern to the Town of Fogo Island
- Review and make recommendation on feasibility studies
- Standing Committees Terms of Reference

Planning and Public Works Committee

Assigned Resource Person: Superintendent of Public Works

Committee Mandate:

The Committee shall deal with the following issues to bring forward a recommendation for consideration by Council:

- Maintenance and snow clearing of streets and sidewalks
- Maintenance of Public Works infrastructure
- Development and implementation of preventive maintenance and inventory systems
- Developing specifications, bid documents, and recommending Request for Proposals (RFP) and Request for Quotations (RFQ) awards
- Sanitation and waste disposal systems
- Developing and implementing capital asset management system
- Maintenance of water and sewer systems
- Capital projects, including infrastructure and buildings
- Engineering services
- Monitoring, implementing, and amending the Municipal Plan, land use and zoning regulations
- Development application and public consultation process
- Compliance to Urban and Rural Planning Act and Provincial and Federal Regulations
- Development control services
- Consult with the community and interest groups in matters relating to land use and planning
- Review and make recommendation on proposal developments
- Development of Key Performance Indicator

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Recreation and Tourism Committee

Assigned Resource Person: Director of Recreation, Tourism and Economic Development

Committee Mandate:

The Committee shall deal with the following issues to bring forward a recommendation for consideration by Council:

- Capital projects, including museum and recreation facilities
- Maintenance of parks, trails, playfields, open spaces, museums, and recreational facilities
- Aims and objectives for the development and delivery of Recreation, Leisure, Culture and Heritage services for all residents including youth and seniors
- Liaise and build effective relationships with recreational, heritage, tourism, business, and other community organizations
- Promote business attraction, expansion, and retention
- Design promotion, marketing, media, and advertising for the Town
- Develop and prepare a range of communications and public relations services
- Internal and external branding, corporate image, and customer service
- Development and implementation of an Economic Development and Tourism Development Strategies
- Promotion of active, healthy, and positive lifestyles
- Developing and delivering special events and major community events
- Development and implementation of economic development, marketing programs and initiatives
- Beautification of Town
- Monitoring and implementing Recreation Master Plan
- Liaison with community groups, sports organizations, and schools
- Development of Key Performance Indicators

Public Safety Committee

Assigned Staff Members: Fire Chief

Committee Mandate:

The Committee shall deal with the following issues to bring forward a recommendation for consideration by Council:

- All issues pertaining to fire and emergency services
- Ensure all emergency planning responsibilities are adequately met
- Provide policy guidance and determine priorities for the Town's Emergency Preparedness Plan
- Development, monitoring and amending of the Emergency Preparedness Plan

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- Establish communications links with key community stakeholders to ensure coordination and collaboration regarding issues and activities relating to emergency preparedness
- Municipal enforcement, by law enforcement, and animal control services
- Public Parks and Playground Safety
- Lasing with Royal Canadian Mounted Police (RCMP) on safety issues

Adopted at a Regular Public Council Meeting held on September 29th, 2020.

Resolution #: 2020-127

Effective Date: October 1st, 2020

Standing Committee Members – October 1st, 2020

Finance and Administration Committee

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|----|------------------|---------------------------|
| 1. | Chairperson | Councillor Barbara Jacobs |
| 2. | Member | Councillor Sam Rowe |
| 3. | Alternate Member | Councillor Janet Langdon |

Planning and Public Works Committee

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| 1. | Chairperson | Councillor Sheldon Hamlyn |
| 2. | Member | Councillor Scottie Hart |
| 3. | Alternate Member | Deputy Mayor Paul Torrville |

Recreation and Tourism Committee

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| 1. | Chairperson | Councillor Tracey Hart |
| 2. | Member | Councillor Janet Langdon |
| 3. | Alternate Member | Councillor Scottie Hart |

Public Safety Committee

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| 1. | Chairperson | Deputy Mayor Paul Torrville |
| 2. | Member | Councillor Willie Hart |
| 3. | Alternate Member | Councillor Sam Rowe |

Transportation Committee

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| 1. | Chairperson | Deputy Mayor Paul Torrville |
| 2. | Member | Councillor Wille Hart |
| 3. | Member | Councillor Sam Rowe |
| 4. | Alternate Member | Councillor Tracey Hart |