



General Policies

Policy Number: 2019 - 46
Title: **TERMS OF REFERENCE – SPECIAL COMMITTEE
BY-LAW AND POLICY COMMITTEE**
Approved by Council: May 23, 2019
Amended:

1. Purpose

- 1.1. The By-Law and Policy Committee (“Committee”) is a Special Committee of Council established as an advisory body to review and advise Council regarding bylaws and policies of the Town of Stewiacke, existing and proposed, except those that are the responsibility of other Standing or Special Committees.

2. Scope

- 2.1. As directed by Council, or as the Committee determines, the Committee is responsible to review and research bylaws and policies, existing or proposed, of the Town of Stewiacke, and develop recommendations to Council. The Committee is not responsible for bylaws and policies assigned to other Committees, such as the land-use bylaws that are the responsibility of the Planning Advisory Committee.
- 2.1 The priorities of the Committee shall be as directed by Council, or as otherwise determined by the Committee.
- 2.3 The Committee shall set its priorities on an annual basis.

3. Authority

- 3.1. The Committee is a Special Committee of Council, subject to the four-year mandate of Council.

4. Policy

4.1 Composition

The Committee is comprised of:

- three members of Council
- the Town Chief Administrative Officer
- one or more volunteers appointed as per the Citizen Appointment Process Policy

The Mayor shall designate one of the Council members of the Committee as Chairperson.

5. Meetings

5.1 The Committee will meet monthly, as required, or as otherwise determined by the Committee.

6. Resources

6.1 Chief Administrative Officer shall be a member of the Committee. Staff resources may be made available to the Committee as needed. No financial expenditure may be incurred by the Committee without the approval of Council.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent

To Consider (Minimum 7 Days): May 30, 2019

Date of Passage of Current Policy: November 13, 2019

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer

Date 2019-11-13