



Policy Title: Town Committee Policy

Approval Date: May 22, 2025

Replaces: 2017-42

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POLICY STATEMENT: The Town of Stewiacke acknowledges the value of committees and the advice they provide to Council. The creation, amendment, dissolution and administration of committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation or Council-approved procedures.

PURPOSE: The purpose of the policy is to provide a consistent and transparent framework for the administration of committees, recruitment of committee members, removal of committee members, governance, etc. and to act as a guide for committee members and staff support.

TOWN COMMITTEES: The Town of Stewiacke has a number of committees that are chaired by members of Council. The committees are Chaired by Members of Town Council and are comprised of Citizens as appointed by Council under this policy. The term of appointment expires in November of the second year of a municipal election term. The appointment is a four-year term.

The following are examples of Town Committees:

1. Audit Committee
2. Business
3. Bylaw and Policy
4. Planning Advisory Committee
5. Parks and Recreation Committee
6. Police Advisory Board
7. Accessibility Committee
8. Water Shed Committee
9. Any other Town Committee as struck by Council

APPOINTMENT OF COMMITTEE MEMBERS: The Town of Stewiacke has a number of committees that are chaired by members of Council. The Chair of each committee is by recommendation by the Mayor, and approved by a motion of Council.



Town committees are comprised of Citizens as appointed by Council under this policy. The term of appointment expires in November of the second year of a municipal election term.

1. Appointments to a Committee shall be done through an application process.
2. A notice will be advertised through the community, including the Towns web page and social media account notifying the public of the opportunities to serve of committees and providing direction on how to apply.
3. Applications shall be submitted on the prescribed form and all applications must be received at Town Hall prior to established deadline.
4. Where there are eligibility requirements in Town by-laws, policies or mandate, the applicant must meet the eligibility requirements / criteria.
5. Candidates must be a resident of the Town of Stewiacke with the exception of the Business, Parks and Recreation, which allow a director of a company in the Town of Stewiacke.
6. Candidates may be considered for appointment to more then one committee if they apply.
7. The term of appointment expires in November of the second year of a Municipal election. Current members may be considered for reappointment.
8. All appointments are made by Council.
9. Where the appointment is to fill a vacancy on a Town Committee the Chair will recommend to Council the person to be appointed.
10. Each member appointed shall receive a copy of this policy and a copy of the Council Code of Conduct upon appointment to a Committee and shall be asked to sign and acknowledge receipt of said policy.

REMOVAL OF COMMITTEE MEMBERS:

1. **Attendance** - If a member misses more than three consecutive meetings or 25% of the annual meetings, Council must be notified by the Chair. The appointee will be deemed to have

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forfeited their committee position subject to an opportunity for the member to address Council in writing regarding their absenteeism and the committee chair to do the same.

2. **Resignation** - A member may resign from a committee at any time and the resignation takes effect as of the date of resignation provided.
3. **Council Removal** - The Town of Stewiacke Council reserves the right to remove members from a committee any time should a violation occur that is outlined in the Code of Conduct for Municipal Councils – such as but not limited to harassment of staff or other committee members, a member has a conflict of interest.
4. **Appointments** – All Committee applications will be vetted though closed session.

Annotation's For Official Policy Book

Date of Council members Review: Thursday, May 22nd, 2025

Date of Passage of Current Policy: Thursday, May 22nd, 2025

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

Marc Seguin
CAO / Clerk

May 22, 2025
Date