

Schedule B – Standing Committees

B-1. The following standing committees of Council are hereby established to provide advice to Council on matters related to their mandate.

- i. Personnel Committee
- ii. Finance Committee
- iii. Nominating Committee
- iv. Parks and Recreation Committee
- v. Works and Utilities Committee
- vi. Rothesay Living Museum Committee
- vii. Age-Friendly Advisory Committee
- viii. Climate Change Adaptation Committee

Committees required by statute

- ix. Planning Advisory Committee
- x. Heritage Preservation Board
- xi. Emergency Measures Committee
- xii. Appeals Committee (Unightly Premises)

Legislative appointments

B-2. The Mayor shall serve as the representative for Rothesay on the Fundy Regional Service Commission. The Deputy Mayor shall serve as the alternate representative.

B-3. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the following standing committees shall be appointed by the Mayor:

Personnel	3
Finance	4
Nominating	2
Parks and Recreation	2
Works and Utilities	2
Rothesay Living Museum	1
Planning Advisory	2
Rothesay Heritage Preservation Review Board	1
Emergency Measures Committee	2
Appeals Committee	8
Age-Friendly Advisory Committee	1
Climate Change Adaptation Committee	2

The Nominating Committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

Parks & Recreation	6
Works and Utilities	5
Rothesay Living Museum	4
Planning Advisory	6
Rothesay Heritage Preservation Review Board	6
Age-Friendly Advisory Committee	10
Climate Change Adaptation Committee	4

B-4. The Nominating Committee shall recommend to Council for approval one student appointee, who is a Rothesay resident, to the Parks and Recreation Committee who is in good standing at Rothesay High School.

B-4. The Nominating Committee shall use, where possible, the following guidelines for appointees to the Age-Friendly Advisory Committee and every effort will be made to secure representation from the various geographical areas in Rothesay:

- 1 staff representative from Rothesay High School
- 1 staff representative from a Rothesay Elementary or Middle School
- 6 Rothesay residents, Age 55+
- 1 Rothesay resident under the age of 55
- 1 representative from disability-related organizations

B-5. The following are the mandates of the Standing Committees established under Section B-1.

STANDING COMMITTEES STATEMENT

Council has established a number of standing committees to assist in carrying out the work of the Town, which committees function in an advisory capacity to Council. For these committees to function effectively it is necessary to set out the responsibilities and authority of each Committee and indicate its statutory and reporting functions. The purpose of the Committees is not to participate in the administration of day-to-day operations but rather to assist Council in determining policy and priorities and/or by making decisions in areas specifically delegated by Council.

The business of a particular committee shall be limited to the issues within its mandate as listed but should a committee consider it appropriate, it may meet with another committee or other parties to review a particular matter or to make suggestions regarding a particular course of action. The Committees may meet with interest groups or individuals to gather information. The Committees report only to Council and reports from Committees shall not be released to other parties by Committee members. Media liaison shall be directed to the Mayor.

The Town Manager may attend all Committee meetings as deemed appropriate.

STANDING COMMITTEE MANDATES

I Personnel Committee

This Committee is responsible for:

1. establishing policy on personnel related matters
2. making recommendations to Council re: procedures to ensure proper selection of the Town Manager
3. approving the job description and objectives for the Town Manager
4. assessing the performance of the Town Manager by ascertaining the views of Council members and producing a consolidated assessment report for Council approval and review with the Town Manager
5. establishing the parameters for salary adjustments
6. recommending to Council the appointment of municipal officers under the Act, in consultation with the Town Manager
7. recommending, in consultation with the Town Manager, changes in organizational structure, and addition or deletion of positions
8. conducting or causing to be conducted exit interviews with departing senior staff

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Manager and Human Resources Clerk as required.

II Finance Committee

This Committee is responsible for advising Council on matters related to:

1. meetings with the Auditors at the planning and post audit stages, the Auditor recommendations and management's response, draft audited financial statements, and the appointment of Auditors
2. the system of internal controls for protection of the Town's assets, detecting accounting/financial reporting errors and detecting frauds or defalcations
3. insurance coverage and risk management policies
4. key financial information that will be provided to the Province or made public
5. the preparation and adoption of the annual operating and capital budgets
6. any proposed changes in accounting policies and any accounting significant accounting estimates
7. 5 year capital budgets and financing sources
8. monthly internal financial statements
9. the Town's banking services

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Treasurer and additional staff support as required.

III Nominating Committee

This Committee is responsible for advising Council on matters related to:

1. determination of eligible voters suitable for appointment to standing committees, joint boards and commissions and the terms of office for said appointments

The Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

IV Parks and Recreation Committee

This Committee is responsible for advising Council on matters related to:

1. the Rothesay Recreation Master plan
2. selection of ongoing recreation programs
3. identification of facilities needs and capital expenditures related to recreation
4. parks, playgrounds and sports fields maintenance standards
5. the service level or standards for municipal recreation facilities such as the Rothesay Arena, Bill McGuire Memorial Centre and Rothesay Common & rink house
6. cooperation on regional recreational activities and programs
7. Town entrance and ornamental signage and landscaping

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Recreation Services and additional support staff as required.

V Works and Utilities Committee

This Committee is responsible for advising Council on matters related to:

1. the service level or standards and/or exceptions thereto, for:
 - street, boulevard and sidewalk maintenance
 - public parking areas
 - municipal buildings
 - street signage
 - traffic control devices
 - garbage collection and recycling
 - municipal vehicles
 - water and sewer utility services
 - utility rates and charges
 - improvements/expansions to the water utility system
 - improvements/expansions to the sewerage system (By-law 1-15 terminology)
 - improvements/expansions to the stormwater management system
 - operational budgets
2. capital and major maintenance project priorities related to municipal operations and utilities
3. financing for capital works and utilities projects
4. related matters as referred by Council

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Operations and additional support staff as required.

VI Rothesay Living Museum Committee

This Committee is responsible for advising Council on matters related to:

1. ways and means of protecting, preserving and promoting the heritage and history of Rothesay and its founding communities
2. developing and strengthening the relationship between Rothesay schools and the municipality
3. encouraging the participation of the public who are interested in recording and publicizing the heritage of the community

The Committee may create an advisory group (non-voting committee members) of like-minded individuals to strive for representation of the five founding communities.

The Committee may also enter agreements with like-minded groups as a means to further its endeavours and be allocated a modest annual budget by Council for ongoing operations.

This Committee will meet quarterly or at the call of the Chair. Staff support will be assigned by the Town Manager as required.

VII Age-Friendly Advisory Committee

The main purpose of the Age-Friendly Advisory Committee is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. oversight of the Rothesay Hive Age Friendly Community Centre.
5. the establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Committee Council member.

VIII Climate Change Adaptation Committee

This Committee is responsible for advising Council on matters related to:

1. sources of energy and how energy is used in Town operations
2. the effect of climate change on Town operations and possible mitigation measures
3. climate change considerations in the development of new Town facilities
4. opportunities for the reduction in greenhouse gas emissions in Town operations
5. the role of the municipality in promoting climate change adaptation with property owners
6. potential for regulatory changes in town development approval
7. potential for regulatory initiatives regarding energy use and climate adaptation within scope of the Town authority
8. referrals from public inquiries regarding climate change
9. such other matters as reasonably related to climate change adaptation within Rothesay.

The Committee Chair has the authority to recommend a maximum of two additional members on a short-term basis for consideration of particular topic areas.

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include staff as assigned by the Town Manager and additional support staff as required.

COMMITTEES REQUIRED BY STATUTE

The following committees are required by provincial legislation and governed by municipal by-laws as noted. Where there is a conflict between this by-law and the statute, the provincial legislation will prevail.

VII Planning Advisory Committee (PAC)

The responsibilities of this committee are as set out in By-law 1-99, "A By-law to Establish a Planning Advisory Committee" and in accordance with the Community Planning Act. This Committee will meet monthly or at the call of the Chair. This Committee may call public meetings. Staff support will include the Development Officer and additional support staff as required.

VIII Heritage Preservation Board

The responsibilities of this Board are as set out in By-law 1-07, "Heritage Preservation By-law", and in accordance with the Heritage Conservation Act, SNB 2009, c. H-4.05 and amendments thereto. This Board will meet at least quarterly or at the call of the Chair. Staff support will include the Development Officer and additional support staff as required.

IX Emergency Measures Committee

The responsibilities of this committee are as set out in By-law 1-16, "Emergency Measures Action Plan By-law" and the Emergency Measures Act, RSNB 2011, c. 147.

This committee will meet at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

X Appeals Committee (Unsightly Premises)

The responsibilities of this committee are as set out in the Local Governance Act and regulations thereunder. This committee will meet as required in accordance with the legislation. Staff support will include the Town Clerk and additional support staff as required.

Revision March 11, 2019

Schedule B – revised to include establishment, composition and responsibilities of the Rothesay Hive Advisory Committee.

Revision February 8, 2021

Schedule B – revised to reflect the change in mandate and composition of the Rothesay Hive Advisory Committee to reflect the suspension of the agreement with the YMCA.

Revision August 9, 2021

Schedule B – revised to reflect the dissolution of the Rothesay Hive Advisory Committee and the creation and new mandate for the Age-Friendly Advisory Committee.

Revision December 13, 2021

Schedule B – revised to include establishment, composition and mandate of the Climate Change Adaptation Committee.