

MUNICIPALITY OF THE DISTRICT OF ARGYLE

BY-LAW #5

COMMITTEES & FUNCTIONS

PART 1 - COMMITTEES

1. (a) The Council shall appoint standing committees and may appoint Special Committees.

(b) Unless otherwise provided, a Committee may act whether or not the Council is in Session.

(c) The Warden is a member, ex-officio, of every Committee, over and above the number prescribed therefore.

2. (a) When the Council refers a matter to a Committee, the Committee shall submit a written report upon it, signed by a majority of the members of the Committee, to the Council.

(b) The minority of the members of a Committee to which a matter has been referred by the Council may submit a separate written report to the Council signed by the minority members.

(c) The Clerk shall file and preserve all such Reports as part of the proceedings of the Council.

3. (a) The Council shall appoint the following standing Committees:
 - i) Finance;

 - ii) Arbitration;

 - iii) Law Amendments and By-Laws;

 - iv) Welfare and Poor;

v) Industrial;

vi) Personnel.

(b) All standing Committees shall consist of not less than three (3) members.

4. Unless otherwise provided in this By-Law, the members of each Committee appointed under the provisions of this By-Law shall elect a Chairman from among their number.
5. Minutes shall be kept of all Committee meetings and shall be filed with the Municipal Clerk not later than Ten (10) days after each meeting.

PART 2 - FUNCTIONS

6. (a) Every standing Committee may execute contracts for expenditures of monies up to the amount which the Council has appropriated for the purposes of the Committee and which has been included in the estimates.

(b) No contract so made shall involve an expenditure greater than five hundred (\$500.00) Dollars unless the Committee is so authorized by The Municipal Act, Chapter 192 of the Revised Statutes of Nova Scotia, 1967, or any Act, or by the By-Laws, or by resolution of the Council relating to the particular expenditure, or unless not less than one-half the Councillors have agreed thereto in writing.

7. Unless specifically provided otherwise, the Finance Committee shall:
 - (a) Prepare a budget of municipal expenditures for submission to the Council;
 - (b) Subject to Clause (d) of this Section, consider and pass on all tenders, contracts and project involving the expenditures of municipal funds;
 - (c) Examine all municipal expenditures;
 - (d) Inquire into and report to the Council on:
 - (1) Ways and means of raising revenue by licenses, fees, rates, taxes, loans, debentures, franchises and other means;
 - (2) Probable amounts of revenue;

- (3) All matters in relation to the assessment;
 - (4) The collection of municipal taxes, fees, debts, and revenue generally;
 - (5) The accounts kept by Municipal Officers which have been referred to it by the Council;
- (e) Inquire into and report to the Council on the regulation and licensing of trade or trades.
8. The Arbitration Committee shall have power on behalf of the Municipality to adjust the following matters;
- (a) The objects of Municipal expenditures which are for the joint benefit of the Municipality of Yarmouth, the Municipality of Argyle and the Town of Yarmouth
 - (b) The determination of the amount which, having regard to the apportionment of such expenditures as required by the Assessment Act, should be borne by the Municipality of Yarmouth, the Municipality of Argyle and the Town of Yarmouth.
9. The Law Amendment and By-Laws Committee shall inquire into and advise the Council on the Law as it affects the Municipality, and shall have power to propose amendments of Statutes, By-Laws and Regulations, and to urge the Legislature to alter the Law for the benefit of the Municipality.
10. The Welfare and Poor Committee shall inquire into and advise the Council and Finance committee on:
- (a) The condition of the insane and all accounts against the Municipality for insane persons;
 - (b) The condition of the poor and indigent and other persons in need of public assistance.
11. The industrial Committee shall inquire into and advise the Council and Finance committee upon:
- (a) The establishing of industrial enterprises in the Municipality;
 - (b) The condition and encouragement of farming, fishing and forestry.

12. The Personnel Committee, together with the Municipal Clerk, shall interview and recommend prospective employees of the Municipality, as well as their salary or wages, to the Council.

Chief Administrative Officer's Annotation for Official By-Law Book	
Date of First Reading	
Date of Advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of Advertisement of Passage of By-Law	
Date of Mailing to Minister a Certified Copy of By-Law	
Effective Date of By-Law	
I certify that this Committees and Functions By-Law #5 was adopted by Council and published as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date