

## **TOWN OF BERWICK BYLAW**

### **COMMITTEES OF THE COUNCIL**

- General:
31. The Council shall appoint the following standing Committees at the first meeting of the Council in each year:
    1. Finance.
    2. Electric.
    3. Public Property and Town Planning.
    4. Police, Social Assistance, license and insane.
    5. Streets and sewers.
    6. By-laws and privileges.
    7. Fire.
    8. Joint Service.
    9. Civil Defence.
    10. Apple Blossom Festival Committee and Gala Day.
    11. Appeal Court.
  32. The members of the Council who are to serve as required by Acts of the Province of Nova Scotia, relating to various organizations and boards within the town shall be appointed by the Council from time to time as required.
  33. The Council may appoint special committees at any time.
  34. The Mayor is a member ex-officio of every committee.
  35. The first Councillor named on any committee shall be the Chairman thereof, the Clerk shall notify the Councillors of their appointments to any committee and furnish them with a copy of the resolution appointing the committee.
  36. The report of special Committees and of all standing Committees when ordered shall be in writing and signed by the Chairman when unanimous, but when there is a difference of opinion the report shall be signed by all who concur in it. The minority may also report their views in writing to the Council if they see fit and a minority report shall be signed by all concurring in it.
  37. All standing Committees shall report annually at the last regular monthly meeting of the Council on all matters which have come before them during the proceeding year and may make such recommendations to the Council as they may deem expedient to improve the services coming under their jurisdiction.

Finance: 38. It shall be the duty of the Committee on Finance to examine and certify all accounts rendered the Town which shall be referred to them and report thereon to the Council, to carry out, investigate and report upon any other matter referred to them by the Council and to supervise the investments, endowments and sinking funds of the Town. All accounts rendered the Town shall be certified by two members of the various committees concerned.

#### Public Property

39. It shall be the duty of the Public Property Committee to take charge and have a general supervision of the lands, buildings and other property belonging to the Town, to supervise the sale, leasing, repairs, preservation, care and management of the same, to see that the buildings and other property belonging to the Town are properly insured against damage by fire, to supervise the purchase or lease of other property by the Town, to see that the caretakers, janitors and other persons engaged to look after the said buildings and property perform their duties faithfully, and to perform all functions required of the Town Planning Board under the Town Planning Act and to perform such other duties as may be imposed upon them by the Council.
40. It shall be the duty of the License, Police, Social Assistance and Insane Committee, to:
- (a) Supervise the granting of licenses, the regulating and licensing of trade or trades within the Town.
  - (b) Have a general oversight of all persons who carry out police duties within the Town whether they be policemen appointed by the Town, special and extra constables or otherwise, and to see that they perform their duties faithfully, and the Committee shall report to the Council any irregularity, or neglect of duty on the part of any policeman or constable or any irregularity, neglect or omission in the carrying out and enforcement of the laws in force in, or by-laws of, the Town or any regulation or resolution of the Council, and the Committee shall report to the Council from time to time on the general condition of law and order within the Town.
  - (c) To have a general supervision of the poor and insane of the Town, to report to the council all such matters as they may deem expedient for the council to deal with, to supervise the relief of the poor of the town applying for aid, and insure that the law and these by-laws and the regulation or orders of the Council concerning care, custody and relief of the poor and insane of the Town are properly enforced. The committee shall annually submit to the Council an estimate of all sums required for the support of the poor and insane of the town for the current year.
  - (d) To perform such other duties and services as the Council may direct.

- Streets: 41. It shall be the duty of the committee on streets and sewers to exercise a general supervision over the street, roads and sewers of the Town, to direct the superintendent of streets in the performance of his duty, to see that the streets, roads and sewers are kept in proper repair, the streets lighted and the dust laid, to supervise the construction of new sewers, and to perform such other duties as may be required of them by the Council or imposed on them by the Towns' Incorporation Act or by these by-laws. They shall annually and at such other times as the Council may order make up and submit to the Council estimates of the amounts required to be expended on the streets, roads and sewers of the Town for the current year or for such other length of time as they may be asked to estimate for, and also from time to time make such reports and recommendations to the Council concerning the streets, roads and sewers of the Town as they may deem in the best interests of the Town.
- Laws and Privileges: 42. It shall be the duty of the Committee on Laws and Privileges to have a general supervision over the laws governing or referring to the Town and the by-laws of the Town and from time to time to make such recommendations to the Council as they may deem expedient in reference to necessary amendments to or changes in the laws affecting the Town and the by-laws of the Town and to investigate and report on all such matters as shall be referred to them by the Council.
- Fire: 43. It shall be the duty of the Fire Committee to have a general supervision of the Town Fire Department and fire apparatus and the management, operation and repair thereof and all other matter connected therewith, and of the Chief of the Fire Department and the members thereof, and to see that the property of the Town in the care of or used by the Fire Department is kept in good order, repair and condition and is not destroyed, injured or wasted, that the Fire Chief and members of the Fire Department perform their duties faithfully, to report to the Council any infraction or neglect of duty or any irregularity on the part of the Fire Chief or any member of the Fire Department to supervise the preparation of the estimates of the Fire Department, to report to the Council any other matter they may deem expedient, to see that the rules and by-laws of the Fire Department are properly enforced, to make such recommendations to the Council concerning the Fire Department and the prevention of fire within the Town as they may deem in the public interest and to investigate and report on all such other matters as may be referred to them by the Council.
- Joint Service: 44. The Joint Service Committee shall have power on behalf of the town to meet with representatives of the Municipality of the County of Kings and to discuss with them the objects and the amounts of municipal expenditure

which are for the joint benefit of the Municipalities and the Towns in Kings County, and to determine subject to the approval of the Council, the share of such expenditure to be borne by the Town of Berwick.

Public Meetings  
& Plebiscites: 45.

- The approval of the rate payers of the Town required under the provisions of the Municipal Affairs Act and under the provisions of the Towns' Incorporation Act, shall be sought by a plebiscite whenever the subject matter requiring such approval as the borrowing and expenditure of a sum of money exceeding twenty-five thousand dollars (\$25,000.00).
46. Voting at a plebiscite shall be only by ballot and the Town Clerk shall cause a sufficient number of ballot papers to be printed, setting out the question or questions respecting which the voting is to be taken.
47. The voting at plebiscites shall be taken between the hours of nine o'clock in the forenoon and seven o'clock in the afternoon on the day fixed by the Town Council.
48. The procedure of the taking of the vote at plebiscites and the counting of the ballots after vote has been taken shall be as nearly as possible the same as is the case in elections for a Mayor or Councillors of the Town.
49. After the close of the poll the Presiding Officer shall count the ballots and sum up the votes given "for" and "against" on each question submitted, and shall certify the same to the Town Council.
50. The procedure at the taking of the ballot and the counting of the ballots at the close of the poll where not herein provided for shall be as nearly as circumstances permit according to the procedure provided by the Towns' Incorporation Act in the case of voting for Mayor or Councillors.
51. Whenever the provisions of any Act of the Legislature or the by-laws of the Town require a public meeting of the ratepayers of the town to be held or whenever the Town Council deems it expedient that a public meeting be held the following procedure shall be observed in addition to the provisions of the Towns' Incorporation Act:
- (a) The meeting shall be held at a time and place appointed by the Council and on such notice as the Council may direct.
- (b) The Mayor or in his absence the Deputy Mayor shall preside at the meeting. If both the Mayor and Deputy

Mayor be absent the senior Councillor present shall preside. In the absence of all members of the Council the ratepayers present at the meeting may appoint one of their number to act as Chairman. The Town Clerk or in his absence the Deputy Town Clerk shall act as Secretary of the meeting. In the absence of both the Town Clerk and the Deputy Clerk the Chairman may appoint a Secretary for the meeting.

- (c) No person unless he is a ratepayer of the Town shall be entitled to speak or to vote at any such meetings, provided that the Chairman may permit or request a person not a ratepayer to be present and speak thereat.
- (d) All questions brought before the meeting and which may properly be decided thereat shall be decided by a majority of the ratepayers present.

History of this Bylaw:

Enacted - July 9, 1963

Repealed - January 11, 2000 (sections 1-37)