



Advisory Committee Policy

Purpose

The purpose of this policy is to provide a procedure and mandate for advisory committees at the Town of Antigonish and is adopted under authority of Sections 22, 23, 24, 25, 26, 44, 200 and 345 of the *Municipal Government Act*, as amended.

General

1. This policy applies to advisory committees in respect of which the voting members are a combination of Council members, citizen members and designated representatives.
2. Any power conferred by this policy upon Council shall be exercised by resolution.
3. The following provisions shall apply to all committees established by this policy, except where the policy specifically provides otherwise:
 - (1) Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership shall be reviewed every two years by Council or as positions become available on advisory committees. Appointment(s) shall occur on April 1st of the given calendar year. Council may appoint a citizen member for one term of two (2), three (3) or four (4) years. One additional term of four (4) years can be applied for and approved at the discretion of Council.
 - (2) Council may replace, at any time, committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
 - (3) Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
 - (4) The Mayor shall be an ex officio voting member of any advisory committee to which he/she is not appointed.
 - (5) Regular advisory committee meetings shall be held at the Town Council Chambers at 274 Main Street, Antigonish, at dates and times approved by Council. A notice of meeting shall be communicated to all committee members at least three business days in advance of the scheduled meeting. Regular meetings of advisory committees may be rescheduled, relocated or cancelled. Advisory committees may convene for special meetings as deemed necessary.

- (6) A committee may make recommendations to Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Section 23 of the *MGA*).
- (7) A committee shall not utilize external services or otherwise commit the Town of Antigonish to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by a committee.
- (8) No committee shall direct Town staff, rather make recommendations to Council to provide direction to the Chief Administrative Officer (Section 30(4) of the *MGA*).
- (9) A quorum of an advisory committee shall be the same as that which applies to Council pursuant to provincial legislation with any necessary changes for context.
- (10) A member of an advisory committee pursuant to this policy who, without leave of the committee, is absent from three consecutive regular meetings or five meetings within one calendar year, ceases to be a member. The recording secretary shall ensure that the Deputy Clerk is apprised immediately of any circumstances which create a vacancy on any committee.
- (11) Subject to any resolution of Council, the resources which may be utilized by advisory committees shall include:
 - a. advice and support of the Chief Administrative Officer or designate;
 - b. use of external services reasonably necessary to discharge the committee's mandate;
 - c. such other resources as may reasonably be required, by arrangement through the Chief Administrative Officer.
- (12) All meetings, meeting minutes and records of advisory committees shall be open to the public except as expressly authorized by law.

Advertising of Vacancies on Advisory Committees

- 4. Vacancies on advisory committees shall be advertised in a newspaper circulating in the Town of Antigonish and on the Town of Antigonish website.

Provisions Regarding the Accessibility Advisory Committee

- 5. Council hereby confirms the establishment of the Accessibility Committee as a standing committee.
- 6. The Mandate of the Accessibility Committee is:

- (1) To advise and make recommendations to Council concerning accessibility issues on public property within the Town of Antigonish;
- (2) To gather best practices related to accessibility;
- (3) To provide leadership and support on accessibility initiatives;
- (4) To develop and expand partnerships that will enhance accessibility levels in the Town of Antigonish;
- (5) To share ideas, strategies, and resources with partners and community members;
- (6) To evaluate how the municipality assesses its proposals for by-laws, policies, programs, practices, and services;
- (7) To compile a list of by-laws, policies, programs, practices and services the municipality will review in the coming year to identify barriers;
- (8) The Committee may also advise on other municipal obligations under the Act, as follows:
 - a. Access considerations in site plans;
 - b. Improved access to municipal elections and selection of voting locations
 - c. Other matters as directed by Council.

7. The Accessibility Committee shall be composed of the following members:

- (1) Mayor of the Town of Antigonish;
- (2) No more than two (2) Town of Antigonish Councillors;
- (3) Town of Antigonish Chief Administrative Officer (non-voting)
- (4) One (1) member of the Town of Antigonish Planning and Building Services Department (non-voting)
- (5) At least two (2) members who are people with disabilities
- (6) At least two (2) members who are people with disabilities or representatives from organizations representing persons with disabilities.

Provisions Regarding the Audit Committee

8. Council hereby confirms the establishment of the 'Audit Committee'.
9. The mandate of the Audit Committee is specified by the Municipal Government Act.
10. The Chair of the Audit Committee is the Mayor and the Secretary is the Chief Administrative Officer or designate.

11. The Audit Committee consists of all members of Council. Membership automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates upon the termination of a person's status as Council member.
12. The audit committee must include a minimum of one (1) independent member who is not a member of Council or an employee of the Municipality.
13. Where the audit committee does not include the person referred to in section (11):
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the Municipality shall advertise to recruit a person who is not a member of Council or an employee of the Municipality at least once every six months until the requirement is met.
14. The audit committee shall meet at least twice in each fiscal year.

Provisions Regarding the Community Enhancement Committee

15. Council hereby confirms the establishment of the Community Enhancement Committee.
16. The mandate of the Community Enhancement Committee is:
 - (1) To advise and make recommendations to Council regarding plans, projects, activities or services that add value to public facilities and/or public spaces following principles of place-making and community planning.
 - (2) To advise and make recommendations to Council regarding plans, projects, activities or services that enhance the social and cultural vitality of the Town of Antigonish;
 - (3) To engage and collaborate with citizens and community groups on the design, development, and implementation of plans, projects, activities, or services that enhance community vitality of the Town of Antigonish.
 - (4) To gather and assess information and best practices pertaining to place-making and community planning.
17. The Community Enhancement Committee shall be composed of the following members, as appointed by Council:
 - (1) Voting Members:

- a. Three (3) members who currently reside within the community of Antigonish, with preference given to those who actively volunteer with community-based organizations;
- b. Three (3) members of Council.

(2) Non-Voting Members:

- a. The Chief Administrative Officer or designate.

Provisions Regarding the Fire Committee

18. Council hereby confirms the establishment of the Fire Committee as a standing committee.

19. The mandate of the Fire Committee is:

- (1) to advise and make recommendations to Council concerning fire activities in the Town of Antigonish;
- (2) to gather information on best practices pertaining to fire activities associated with the Antigonish Volunteer Fire Department;
- (3) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
- (4) to take action on such matters as are lawfully delegated to it by statute or by Council.

20. The Fire Committee shall be composed of the following members, as appointed by Council:

- (1) voting members:
 - a. Five members of the Antigonish Volunteer Fire Department, one of which shall be the current Fire Chief;
 - b. Three members of Council.
- (2) non-voting members:
 - a. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Planning Advisory Committee

21. Council hereby confirms the establishment of the Planning Advisory Committee as a standing committee.

22. The mandate of the Planning Advisory Committee is:

- (1) to advise Town Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters;
- (2) to gather information on matters affecting planning and development;

- (3) to provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
23. The Planning Advisory Committee shall be composed of the following members, as appointed by Council:
- (1) voting members:
 - a. Three members who currently reside within the Town of Antigonish;
 - b. One student representative from St. Francis Xavier University;
 - c. Three members of Council.
 - (2) non-voting members:
 - a. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Police and License Committee

24. Council hereby confirms the establishment of the Police and License Committee as a standing committee.
25. The mandate of the Police and License Committee is:
- (1) to advise and make recommendations to Council concerning police and license activities in the Town of Antigonish;
 - (2) to gather information on best practices pertaining to public safety, licensing requirements, by-law complaints and enforcement, and parking and traffic flow related matters;
 - (3) to educate the public on public safety and safety issues;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
26. The Police and License Committee shall be composed of the following members, as appointed by Council:
- (1) voting members:
 - a. Two members of the Royal Canadian Mounted Police-Antigonish Detachment, one of which shall be the Operating Sergeant;

- b. Two representatives from St. Francis Xavier University, one of which shall represent the Student Union;
 - c. One representative from the Antigonish community; and
 - d. Three members of Council.
- (2) non-voting members:
 - a. The Town of Antigonish By-law Enforcement Officer;
 - b. The Town of Antigonish Traffic Authority;
 - c. The Chief Administrative Officer or designate to act as Secretary.

Provisions Regarding the Waste Management Committee

- 27. Council hereby confirms the establishment of the Waste Management Committee as a standing committee.
- 28. The mandate of the Waste Management Committee is:
 - (1) to advise and make recommendations to Council concerning waste management activities in the Town of Antigonish;
 - (2) to gather information on best practices regarding the collection, transportation and disposal of solid waste, organics, recyclables, household hazardous waste and bulky waste;
 - (3) to educate the public on waste management issues;
 - (4) to take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
 - (5) to take action on such matters as are lawfully delegated to it by statute or by Council.
- 29. The Waste Management Committee shall be composed of the following members, as appointed by Council:
 - (1) voting members:
 - a. One representative from the Antigonish community;
 - b. One representative from St. Francis Xavier University Environmental Sector; and
 - c. Three members of Council.
 - (2) non-voting members:

- a. Regional Coordinator/Educator of Eastern Region Solid Waste-Resource Management;
- b. The Chief Administrative Officer or designate to act as Secretary.

Previous Policies

30. The following policies are hereby repealed:

- (1) Beautification and Land Rehabilitation Committee Policy;
- (2) Fire Committee Policy;
- (3) Planning Advisory Committee Policy;
- (4) Police and License Committee Policy;
- (5) Recreation Committee Policy;
- (6) Waste Management Committee Policy.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent: January 18, 2021

To Consider (Minimum 7 Days): January 25, 2021

Date of Passage of Current Policy: January 25, 2021

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



Chief Administrative Officer



Date