

Town Council 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 the 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 Council members or 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:
 - (a) Appointment(s) shall normally be effective January 1st of a given year. Council may appoint a citizen member for one term of up to four (4) years. One additional term of up to four (4) years, can be applied for and approved at the discretion of Council.
 - (b) Council may replace, at any time, committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
 - (c) Council may, at its discretion, extend the term limits of Committee members should no new applications be received when Committee vacancies are advertised.
 - (d) Town residents shall be given priority consideration for community member appointments to Council Advisory Committees, although non-residents are welcome to apply and may be considered.
 - (e) The Mayor shall be an ex officio voting member of any advisory committee to which he/she is not appointed.
 - (f) The CAO shall be an ex officio non-voting member of any advisory committee to which he/she is not appointed.
 - (g) Council member representatives shall always make up the majority of voting members on Council Advisory Committees.
 - (h) Regular Advisory Committee meetings shall be held at Town Council Chambers at 274 Main Street, Antigonish, at dates and times as deemed necessary by the Committee Chair, established by committee policy or Council.
 - (i) Regular meetings of Advisory Committees may be rescheduled, relocated, or cancelled by the Chair.
 - (ii) Advisory Committee meetings may be convened for special meetings as deemed necessary by the Chair.

- (iii) The Chair shall notify the Secretary in advance of scheduling, or cancelling, a meeting and the Secretary shall provide notice to committee members, via email, at least three business days in advance of the scheduled meeting and as soon as possible for cancellations.
- (iv) The Chair shall notify the Secretary in advance of scheduling a meeting and the Secretary shall provide notice to committee members, via email, at least three business days in advance of the scheduled meeting.
- (i) A committee may make recommendations to Council regarding the allocation or expenditures of funds but no committee shall have the power to expend funds (Section 23 of the MGA).
- (j) 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.
- (k) No committee shall direct Town staff, rather they make recommendations to Council to provide direction to the Chief Administrative Officer (CAO) (Section 30(4) of the MGA).
- (l) A quorum of an Advisory Committee shall be the same as which it applies to Council pursuant to provincial legislation with any necessary changes for context.
- (m) A member of an Advisory Committee pursuant to this policy who, without leave of the committee, is absent from three (3) consecutive meetings or five (5) meetings within the calendar year, ceases to be a member. The recording secretary shall ensure that the Deputy Clerk is appraised immediately of any circumstances which create a vacancy on any committee.
- (n) Subject to any resolution of Council, the resources which may be utilized by an Advisory Committee shall include:
 - (i) advice and support of the CAO or designate;
 - (ii) Use of external services as reasonably necessary to discharge the mandate of the committee; and
 - (iii) such other resources that may be reasonably required, by arrangement through the CAO.
- (o) All meetings, meeting minutes, and records of Advisory Committees shall be open to the public except as expressly authorized by law.
 - (i) Committee minutes may be publicly posted to the Town of Antigonish's website after being adopted by the Committee and provided to the Town's communications team by the Secretary.

Advertising Vacancies of Advisory Committees

4. Vacancies on Advisory Committees shall be advertised publicly for a minimum of two weeks.

Provisions Regarding the Accessibility Committee

5. Council hereby confirms the establishment of the Accessibility Committee as a standing committee.

6. The mandate of the Accessibility Committee is:

- (a) To advise and make recommendations to Council concerning accessibility issues on public property within the Town of Antigonish;
- (b) To gather best practices related to accessibility;
- (c) To provide leadership and support on accessibility initiatives;
- (d) To develop and expand partnerships that will enhance accessibility levels in the Town of Antigonish;
- (e) To share ideas, strategies, and resources with partners and community members;
- (f) To evaluate how the municipality assesses its proposals for by-laws, policies, programs, practices, practices and services; and
- (g) The committee may advise on other municipal obligations under the Act, as follows:
 - (i) Access conditions in site plans;
 - (ii) Improved access to municipal elections and selection of voting locations; and
 - (iii) Other matters as directed by Council.

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

(1) Voting members:

- (a) Mayor;
- (b) Two Councillors; and
- (c) At least two community members who are people with disabilities or representatives from organizations who represent people with disabilities.

(2) Non-voting members:

- (a) One member of the Town of Antigonish's Building and Planning Services Division;
- (b) Director of Community Development or designate;
- (b) Deputy Clerk or designate to act as secretary; and

- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding the Audit Committee

- 8. Council hereby confirms the establishment of the Audit Committee.
- 9. The mandate of the Audit Advisory Committee is specified by section 44 of the MGA.
- 10. The Chair of the Audit Committee is the Mayor and Secretary is the Deputy Clerk or designate.
- 11. The Audit Advisory 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 Town.
- 13. Where the Audit Committee does not include the person referred to in section (13):
 - (i) The Audit Advisory Committee shall continue to meet and perform its duties and may exercise its powers; and
 - (ii) The Town shall advertise to recruit a person who is not a member of Council or an employee of the Town at least once every six (6) months until the requirement is met.
- 14. The Director of Corporate Services or designate shall be a non-voting member of the Audit Committee.
- 15. The Manager of Accounting may sit as a non-voting member of the Audit Committee.
- 16. The Audit Committee shall meet at least twice in each fiscal year.

Provisions Regarding the Beautification Committee

- 17. Council hereby confirms the establishment of the Beautification Committee.
- 18. The mandate of the Beautification Committee is:
 - (a) To advise and make recommendations to Council regarding plans, projects, activities or services that add value to public facilities and/or public spaces following the principles of placemaking, beautification, and community planning;
 - (b) 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;
 - (c) 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;

- (d) To gather and assess information and best practices pertaining to placemaking and community planning as it relates to beautification; and
- (e) To take action on such matters that are lawfully delegated to it by statute or Council.

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

(1) Voting members:

- (a) Three Councillors; and
- (b) At least two community members.

(2) Non-voting members:

- (a) Director of Community Services or designate;
- (b) Deputy Clerk or designate to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Manager/CAO.

Provisions Regarding the Fire Committee

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

21. The mandate of the Fire Committee is:

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

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

(1) Voting members:

- (a) Two Councillors; and
- (b) One representative of the Antigonish Town Fire Department Executive;

(2) Non-voting members:

- (a) The Town of Antigonish Volunteer Fire Department Executive;
- (a) Director of Community Development or designate; and

- (b) Deputy Clerk or designate to act as secretary.
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding the Nomination Committee:

23. Council hereby confirms the establishment of the Nomination Committee as a standing Committee.

24. The mandate of the Nomination Committee is:

- (a) To oversee and manage the process of appointing Council members and citizens to Town Council Advisory Committees and other entities to which the Town Council is responsible for appointments, ensuring transparency, fairness and alignment with the Town's policies and strategic priorities:
- (b) To notify the Communications team when advertising to invite applications for Council Advisory Committees is needed.
- (c) To assess all submitted applications for Council Advisory Committee positions to ensure candidates meet the established criteria.
- (d) To evaluate applicants based on qualifications, skill, and experience relevant to the specific committee's mandate.
- (e) To provide recommendations to Council for final approval and appointment.
- (f) To establish a consistent and transparent process for nominations and appointments.
- (g) To maintain clear records of appointments and membership details.
- (h) Ensure that all appointments are made within the defined timelines.
- (i) To take action on such matters that are lawfully delegated to it by statute or Council.

25. Notwithstanding s. 25(e), when nominations are being considered by Council, councillors maintain the right to bring forward nominations from the floor. For further clarity, Council is not required to approve members brought forward by the nomination committee; these nominations are recommendations to Council.

26. The Nominations Committee shall meet as committee vacancies arise and as often as deemed necessary by the Chair.

27. The Nomination Committee shall be composed of the following members:

(1) Voting members:

- (a) Mayor; and
- (b) Two members of Town Council.

(2) Non-voting members:

- (a) Deputy Clerk or designate to act as secretary.
- (b) Additional staff to be invited to participate on specific issues at the discretion of CAO.

Provisions Regarding the Planning Advisory Committee

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

29. The mandate of the Planning Advisory Committee is:

- (a) To advise Town Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use By-Laws, and the Subdivision By-Law, as well as general land use planning matters;
- (b) To gather information on matters affecting planning and development;
- (c) To provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

30. The Planning Advisory Committee shall meet as often as deemed necessary by the Chair or staff of the Eastern District Planning Commission (EDPC).

31. The Planning Advisory Committee shall be composed of the following members as appointed by Council:

(1) Voting members:

- (a) Three Councillors; and
- (b) Three community members.

(2) Non-voting members

- (a) Staff member from the Eastern District Planning Commission;
- (b) Deputy Clerk or designated representative to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of EDPC/CAO.

Provisions Regarding the Police and License Committee

32. Council hereby confirms the establishment of the Police and License Committee as a standing committee.

33. The mandate of the Police and License Committee is:

- (a) To advise and make recommendations to Council concerning police and license activities in the Town of Antigonish;
- (b) To gather information on best practices pertaining to public safety, licensing requirements, by-law enforcement, and parking and traffic flow related matters;
- (c) To advise or recommend public safety and general safety education needs for the community;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

34. The Police and Licensing Committee shall be composed of the following members, appointed by Council:

(1) Voting members:

- (a) Two (2) members of the Royal Canadian Mounted Police-Antigonish Detachment, one of which shall be the Staff Sergeant or Sergeant;
- (b) Two representatives from StFX University, one of which shall represent the Student Union;
- (c) One representative from the Antigonish community; and
- (d) Three Councillors.

(2) Non-voting members:

- (a) Director of Public Works or designate;
- (c) Director of Community Development or designate;
- (d) Deputy Clerk or designate to act as secretary; and
- (e) Additional staff to be invited to participate on specific issues at the discretion of Director/CAO.

Provisions Regarding the Infrastructure Committee

35. Council hereby confirms the establishment of a Infrastructure Committee as a standing committee.

36. The Mandate of the Public Infrastructure Committee is:

- (a) To advise and report to Town Council on the condition of sidewalks, curb, traffic lights, pavement of streets, water and sewer mains, water and sewer treatment plants, electric utility infrastructure, and the purchase and selling of property;
- (b) To provide recommendations to Council on capital plans for enhancement, repair, construction and maintenance of electric and water utility infrastructure and assets related to sewer, sidewalks, and streets;
- (c) To gather information and provide regular updates on the Town's Capital Improvement Plan to Town Council;
- (d) To allow members of the public to make presentations or written submissions to the committee regarding concerns/questions on conditions of Town owned infrastructure related to sidewalks, streets, the electric and water utilities and sewer systems; and
- (e) To take action on such matters that are lawfully delegated to it by statute or Council.

37. Infrastructure Committee shall be composed of the following members, as appointed by Council:

(1) Voting members:

- (a) Three members of Town Council; and
- (b) Two citizen members.

(2) Non-voting members:

- (a) Director of Public Works or designate;
- (b) Deputy Clerk or designate to act as secretary; and
- (c) Additional staff to be invited to participate on specific issues at the discretion of the Director/CAO.

Provisions Regarding Recreation Committee

38. Council hereby confirms the establishment of a Recreation Committee as a standing committee.

39. The Mandate of the Recreation Committee is:

- (a) To advise and make recommendations to Town Council for the enhancement, development and use of Town owned parks, playgrounds, sports fields, trails, and greenspaces, as well as recreation programming for all levels of citizens and abilities;
- (b) To gather information and best practices regarding the equitable use, maintenance and development of municipal parks and facilities for the Town of Antigonish;
- (c) To gather information and best practices on how to improve recreation opportunities to improve the overall health and wellbeing of the community;

(d) To take action on such matters that are lawfully delegated to it by statute or Council.

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

(1) Voting members:

- (a) Three members of Town Council; and
- (b) Two community members.

(2) Non-voting members:

- (a) Director of Community Development or designate;
- (c) Deputy Clerk or designate to act as secretary; and
- (d) Additional staff to be invited to participate on specific issues at the discretion of the Manager of Parks and Recreation/CAO.

Provisions Regarding the Waste Committee

41. Council hereby confirms the establishment of the Waste Management Committee as a standing committee.

42. The mandate of the Waste Management Committee is:

- (a) To advise and make recommendations to Council concerning waste management activities in the Town of Antigonish;
- (b) To gather information on best practices regarding the collection, transportation and disposal of solid waste, organics, recyclables, household hazardous waste and bulky waste;
- (c) To advise or recommend public education needs pertaining to waste management;
- (d) To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate;
- (e) To take action on such matters as are lawfully delegated to it by statute or by Council.

43. The Waste Management Committee shall be composed of the following members as appointed by Council:

(1) Voting members:

- (a) Three member of Council;
- (b) One community member; and
- (c) One representative from StFX University.

(2) Non-voting members

- (a) Regional Coordinator/Educator of Eastern Region Solid Waste Resource Management;
- (b) Director of Public Works or designate; and
- (c) Deputy Clerk or designate to act as secretary.

Previous Policies

44. The following policies are hereby repealed:

- (a) Beautification and Land Rehabilitation Committee Policy;
- (b) Fire Committee Policy;
- (c) Planning Advisory Committee Policy
- (d) Police and License Committee Policy
- (e) Recreation Committee Policy
- (f) Waste Management Committee Policy

CAO's Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider (Minimum 7 Days):

Date of Passage of Current Policy: 2025-02-18

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



Chief Administrative Officer

2025-02-26

Date