



# TOWN OF SAINT ANDREWS

## POLICY P17-01

### POLICY ON ADVISORY COMMITTEES

Updated September 23, 2024

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## Authority

1. Pursuant to the authority granted by the *Municipalities Act* RSNB c M-22 paragraph 4(3) the Town Council of the Town of Saint Andrews hereby enacts the following policy.

## Definitions

2. In this policy
  - 2.1. "Advisory Committee" means a special committee appointed by Council to provide advice to Council;
  - 2.2. "Chief Administrative Officer" means the Town Chief Administrative Officer, appointed by the Council of the Town of Saint Andrews;
  - 2.3. "Clerk" means the Clerk appointed by the Council of the Town of Saint Andrews;
  - 2.4. "Council" means the Mayor and Councillors;
  - 2.5. "Town" means the Town of Saint Andrews;
  - 2.6. "Act" means the *Municipalities Act* RSNB c M-22.

## Background

3. Advisory Committees provide valuable advice and guidance to Council on a wide range of issues and offers an opportunity for the public to interact with Council and help guide the Town on a wide range of issues.
4. To be effective, Advisory Committees should be independent, self-governing entities that meet to discuss and research issues of importance to the Town and provide recommendations to Council.
5. It is important that Advisory Committees represent all segments of the public and care should be taken to ensure that the Advisory Committees do not stagnate. To this end, the membership of Advisory Committees should be refreshed with new members on a regular basis. The Chair and Vice-chair of each Advisory Committee are to be elected on an annual basis.

## Policy

6. **Advisory Committees**
  - 6.1 Council may, from time to time by resolution, request the formation or dissolution of an Advisory Committee, depending on Council priorities.

6.2 Advisory Committees may include, but not be limited to: Wharf Advisory Committee, Cultural Asset Advisory Committee, Recreation Advisory Committee, Environment Advisory Committee, Community Growth Advisory Committee.

## **7. Membership**

7.1 Advisory Committees shall be comprised of volunteers nominated to, and ratified by, Council.

7.2. The membership terms of the Advisory Committee members shall initially be one year with an extension of up to three years thereafter based on recommendations from the Chair of the Advisory Committee. The length of terms of the members shall be staggered as much as possible to ensure that the Advisory Committee can function effectively.

7.3. A Chair and Vice Chair for each of the Advisory Committees shall be elected annually by the members of the Advisory Committee and the results reported to Council.

7.4. Council members may serve on an Advisory Committee. There is a maximum allowance of 3 Councillors to serve on an Advisory Committee to ensure no quorum of Council is established. A staff member may serve on an Advisory Committee as a non-voting member and as a liaison to Council.

7.5. No voting member may serve for more than 4 consecutive years on the same committee and no member may serve more than 2 years as Chair of an Advisory Committee.

## **8. Governance**

8.1. Advisory Committees shall govern themselves in accordance with the terms of this policy.

## **9. Reporting**

9.1. Advisory Committees will provide a report to Council in spring and fall of each year outlining any recommendations or advice they may have for Council, or more frequently if requested by Council under special circumstances.

9.2. The report shall be concise and make clear recommendations to Council.

## Signatures

10. Given under the Corporate Seal of the Town of Saint Andrews, this policy becomes effective this 15th day of August, 2017.

Council Resolution passed on: August 14th, 2017

Updated Resolution passed on: September 23rd, 2024



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Brad Henderson, Mayor



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Paul Nopper, Clerk – Senior Administrator

