

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>Topic: Sustainable Communities Advisory Committee</b>	<b>Date Approved:</b>
<b>Item: Terms of Reference</b>	<b>Amendments:</b>

**Introduction**

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an advisory committee to guide development of initiatives that support sustainable communities. To this end, the Sustainable Communities Advisory Committee is established.

**1. Goals**

To assist the Municipality in an effort to:

- Identify opportunities for and encourage coordination, cooperation and efficiency in policy, projects and programs related to sustainability.
- Clearly define sustainability with Municipal practice and operations.

**2. Mandate**

The purpose of Committee is to:

- Advise Municipal Council on issues and actions that are identified in pre-existing municipal sustainability plans.
- Act as gatherers of information, liaisons between community and council.
- Gather information on matters affecting sustainability, community engagement and environmental stewardship;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to sustainability in Antigonish County.
- Take other steps consistent with this document that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are formally delegated to it by Council.

**3. Membership**

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish and the Director of Sustainable Communities or designate.

- The Council shall appoint members of the Sustainable Communities Advisory Committee by resolution.

- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- At the beginning of the first meeting of each fiscal year the Committee will elect a Chairperson as well as a Vice-Chairperson. The terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

#### **4. Meetings**

- **The Committee will meet on a bi-monthly basis, on the ? in the (choose location)**
- Meeting times may be changed when appropriate by the Chairperson in consultation with the Director of Sustainable Communities.
- The Chairperson may convene additional meetings as deemed necessary in consultation with the Director of Sustainable Communities.
- Meetings may be cancelled by the Chairperson in consultation with the Director of Sustainable Communities when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

#### **5. Role and Responsibility of Municipal Staff**

Director of Sustainable Communities is responsible for all functions of the Committee including:

- (a) Calling meeting;
- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Sustainable Communities will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Sustainable Communities or designate as well as a Recorder. At the discretion of the Director of Sustainable Communities, other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

#### **6. Reporting and Communication**

Meetings of the Committee are open to the public unless deemed to fall within section 22 of the Municipal Government Act.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

#### **7. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

#### **8. Amendments**

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.