

Town of Pictou



Birthplace of New Scotland

**Business Advisory Committee Policy
(October 16, 2023)**

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Short Title

Business Advisory Committee Policy

Purpose

To establish a standing advisory committee, hereafter referred to as “Committee”, for the Town of Pictou in accordance with section 24 of the *Municipal Government Act*.

Policy Objective

The objectives of the Committee Policy are to:

- a. have efforts dovetail the Town’s Integrated Community Sustainability Plan (“ICSP”);
- b. define the responsibilities of the Committee as a standing committee of Council;
- c. determine the membership of the Committee; and
- d. set out the Terms of Reference for the Committee.

Policy Presentation

Mandate of the Committee

The Committee shall advise Council on the development and management of an implementation strategy for Pictou’s Waterfront Plan (March 2022) (“Plan”) and other strategic business initiatives.

Committee Objectives

- a. Consult with, advise and make recommendations to Council, through the Community Development Manager (“Manager”), regarding strategic downtown improvements, including recreation, programming, branding and planning policy, in accordance with the implementation strategy for the Plan and other business initiatives.
- b. Promote communication and collaboration between various business stakeholders in an effort to facilitate the implementation of the Plan and other business initiatives.
- c. Regularly monitor and measure the health of Pictou’s business community to determine the efficacy of implementation efforts, in accordance with the Plan and ICSP.
- d. Through the Manager, regularly update Council on the efforts undertaken and milestones achieved regarding the implementation of the Plan and other business initiatives.
- e. Identify funding opportunities for projects and initiatives outlined in the implementation strategy for the Plan and other business initiatives.
- f. Provide input into Pictou’s Planning Review process to influence municipal planning policy changes which support the implementation of the Plan and other business initiatives.
- g. Assist with developing relevant communication and outreach tools and materials, associated

with the implementation of the Plan and other business initiatives, to facilitate community and stakeholder engagement.

- h. In addition to the above, the Committee shall:
 - i. receive and at times request reports and information from the Manager.
 - ii. receive and consider presentations on business matters.
 - iii. make recommendations to Council, taking into consideration the Town's Plan and ICSP.
 - iv. provide input into any proposals prepared by the Community Development Department.
 - v. monitor the effectiveness of existing related policies.
 - vi. provide an annual written report on workplan outcomes to Council on or before November 30 of each year.
 - vii. work with the Manager to prepare an annual or multi-year workplan that outlines the proposed strategies and initiatives for the upcoming year, by January 31 of each year, taking into consideration the Town's Plan and ICSP.

Committee Membership

- a. The members of the Committee shall consist of up to seven (7) members appointed by Council, as follows:
 - i. One (1) member of Council.
 - ii. **Two (2) representatives of stakeholder organizations**, who have demonstrated their support for the principles and objectives of the Plan and other business initiatives.
 - iii. **Two (2) business owners in Pictou's Downtown**, who have demonstrated their support for the principles and objectives of the Plan and other business initiatives.
 - iv. **Two (2) at-large positions**, who have demonstrated their support for the principles and objectives of the Plan and other business initiatives.

The Manager will serve as ex-officio and provide staff support to the Committee.

- b. With the exclusion of Town Councillors and Town staff representatives, the members are volunteers and shall be appointed by Council for three (3) year terms. All terms shall be staggered; however, Council may reappoint committee members to ensure continuity. Appointments may be revoked at the discretion of Council. The maximum number of consecutive terms an individual can be on the committee is three (3).
- c. Council representatives shall be appointed to the Committee by Town Council. Council representatives shall remain members for the terms for which they are appointed and shall cease membership upon ceasing to be members of the Council.
- d. The Chair of the Committee shall, at least one month prior to the expiration of the term of any member, other than those who are members of Council, notify Council in writing of the approaching expiration of such term. Where a vacancy occurs before the expiration of the term of office of any member, the Chair shall notify the Council in writing of such vacancy.

- e. The members, notwithstanding the foregoing provisions of this section, shall remain members until their successors are appointed as herein set forth.
- f. Each member shall serve without remuneration but shall be paid such expenses as approved by the Manager.

Chair & Vice Chair

The Chair and Vice Chair shall be elected annually by the Committee. Retiring Chairs are eligible for reappointment, but in no instance shall serve more than three (3) consecutive terms.

Expectations of Committee Members

Committee members are expected to:

- a. Understand the mandate of the Committee, including its relationship to Council and relevant Town policies.
- b. Understand their role as a Committee member.
- c. Understand the role of the Committee Chair, Council members and Town staff.
- d. Strive to attend all scheduled and special committee meetings.
- e. Prepare for meetings by reading agendas and any background information supplied.
- f. Actively participate in discussion and decision making process.
- g. Undertake any work assigned, including special projects, participation on sub-committees and research.
- h. Be open-minded and allow for a variety of opinions to be heard.
- i. Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum.
- j. Refer to the Chair for questions and procedure.
- k. Recognize the limitations on participation and inform the Chair of your limitations.
- l. Ask questions and seek clarification through the Chair or staff.
- m. Respect the decisions and finality of Council.
- n. Clearly identify and disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members.
- o. In a public forum, clearly identify when speaking in their capacity as a committee member, or as an independent citizen, where appropriate.

Relationship of Staff, Council and Committee Members

- a. Pursuant to provision 32 of the *Municipal Government Act*, the Manager is accountable to the Chief Administrative Officer ("CAO").
- b. The main interaction between the Committee and Council is through Council's consideration and approval of annual workplans, and through receiving advice and input on policy and project related matters.
- c. After Committee input is received on matters of policy and projects, draft items are channelled through the Manager and in turn the CAO for tabling with Council for their consideration.

Appointment of Sub-Committees

The Committee may appoint a sub-committee from its members to investigate and report on any matters related to Committee business, provided that:

- a. The sub-committee reports directly to the appointing Committee.
- b. The established sub-committee does not have the power to appoint a further committee, nor shall it add to its membership without permission from the Committee.

Membership Selection Process and Criteria

- a. Appointments to the Advisory Committee will be approved by Town Council by resolution.
- b. The Committee shall operate in accordance with the procedures provided in the *Municipal Government Act*, the CAO Policy, and the Code of Conduct Policy.
- c. Prospective members of the Committee will be required to submit a completed 'Invitation to Serve' application (Schedule A) to the Town.
- d. The Manager, in consultation with the Committee, shall review all applications and recommend appointments to Council based on the following criteria:
 - i. Demonstrated interest in and knowledge of the business community; and
 - ii. Demonstrated support for the principles and objectives of the Plan and other business initiatives; and
 - iii. The ability to attend regular Committee meetings and related events; and
 - iv. A balanced representation of interests from the community.
- e. Where a vacancy occurs on the Committee, other than by reason of the expiration of the term of a member, the Council upon response to a call for an Invitation to Serve, and review and input from the Committee, shall appoint a person to fill the vacancy as soon as possible; and that person shall hold office for the remainder of the term of the member in whose place that person is appointed.
- f. With the exclusion of Town Councillors and Town staff representatives, when considering new members Council shall consider appointments that will support equity, diversity, and inclusion on the committee.

Absenteeism

- a. If a member is absent without good reason or prior acknowledgement from meetings of the Committee for three (3) consecutive meetings or five (5) meetings in any one (1) year, the Committee may request that Council declare the position vacant and ask for a replacement member.
- b. Should a member of the Committee not be able to attend a regular meeting of the Committee,

the member shall advise the Chair at least one (1) day prior to the meeting unless there are extenuating circumstances.

Meeting Procedures

- a. A majority of the current members of the Committee shall constitute a quorum for the purpose of regular meetings (50% +1). No official business of the Committee shall be conducted without the quorum.
- b. Members not voting or refusing to vote on a question are deemed to have voted in the positive. The Chair shall have a vote on all questions. In the event of a tie, the motion shall be lost.
- c. Special meetings of the Committee may be called on forty-eight (48) hours notice by the Chair, or at the request of any three (3) members of the Committee.
- d. Meetings of the Committee shall be held in a place accessible to the public in the Town of Pictou, and shall be open to the general public with the exception of topics listed under provision 22 of the Municipal Government Act. The Committee shall post public notice and agendas of all meetings at least forty-eight (48) hours prior to the date of the meeting via the Town Web site and at the Town Office.
- e. Pursuant to provision 31 (2) of the Municipal Government Act the Town's Chief Administrative Officer ("CAO") may attend meetings and make observations and suggestions on any subject under discussion.
- f. Any person or group who wishes to appear before the Committee shall give five (5) days notice of such appearance to the Chair and/or Manager.
- g. If the Chair is not present within the first fifteen minutes of the committee meeting, the Vice Chair shall preside. If the Vice Chair is not present within the first fifteen minutes of a committee meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

Reporting to Council

Generally, reports to Council shall be prepared by the Manager in consultation with the Committee.

Administration

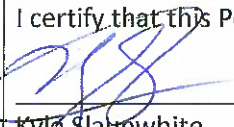
- a. Proposed agenda items should be submitted to the Manager for consideration by the Chair.
- b. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Manager before each meeting.
- c. No Committee member shall instruct or give direction to, either publicly or privately, any employee of the Town.
- d. The Manager is responsible for the management and administration of the Community

Development Department and works with the Committee to solicit their input for recommendations to Council regarding the implementation of the Plan and other business initiatives.

Financial Responsibilities

- a. Budget updates will be provided quarterly by the Manager for perusal and comment. The Committee will be informed of the budget(s) approved for use to implement the projects and special events the Committee is responsible for.
- b. Neither the Committee nor any member of the Committee has any power to authorize any expenditure to be charged to the Town of Pictou or to pledge the credit of the Town for any member without the written approval of the Town of Pictou.

Clerk's Annotations

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]:	<u>Oct. 3, 2023</u>
Date of Passage of Current Policy:	<u>Oct. 16, 2023</u>
I certify that this Policy was adopted by Council as indicated above.	
 _____ Kyle Slatnwhite CAO	<u>Oct 25, 2023</u> _____ Date