



Town of Digby

Administrative Policy # 2010-06

Citizen Advisory Committees

General

1. This Policy is entitled “Citizen Advisory Committees Policy” and applies to Advisory Committees which include members who are not Council Members.
2. Any power conferred by this Policy upon an employee of the Town of Digby to authorize expenditures shall be exercised in a manner consistent with the By-Laws and Policies of the Town of Digby.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
 - I. The provisions of Section [4] of the Policy on Committees of Council shall apply except to the extent otherwise specified in this Policy.
 - II. The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Secretary, the Chair or a quorum of Committee members may set by E-mailing a notice of meeting to all Committee members at least 7 days in advance. The date, time and location of Committee meetings shall be posted by the Secretary on the bulletin board in the Lobby at the Town Hall.
 - III. The Committee shall not utilize external services or otherwise commit the Town of Digby to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council’s authority to grant or refuse a request by the Committee.
 - IV. Citizen members on Advisory Committees are appointed per the Town of Digby’s Citizen Appointments to Committees, Commissions and Boards Policy.

5. Provisions Regarding the Planning Advisory Committee:

Council hereby establishes the Planning Advisory Committee as a standing committee.

- I.** The purpose of a planning advisory committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.
- II.** The mandate of the Planning Advisory Committee is:
 - a) To carry out public consultation on issues surrounding the Town of Digby Municipal Planning Strategy and Land use By-law.
 - b) To take such other steps consistent with this Policy that the Committee reasonably deems necessary to carry out its mandate;
 - c) To advise and make recommendations to Council concerning any amendments necessary to the MPS/LUB including rezoning applications, or any other ad hoc matters as Council by resolution may direct.
- III.** The Planning Advisory Committee shall be composed of all members of Council and two (2) citizens appointed by Council.

6. Provisions Regarding the Joint RCMP Advisory Committee:

Council hereby establishes the Joint RCMP Advisory Committee as a standing committee. The Joint RCMP Advisory Committee was formed by Resolution of the Councils of the Town of Digby and the Municipality of the District of Digby and approved by the Minister of Justice.

- I.** The mandate of the Joint RCMP Advisory Committee is:
 - a) Established in Accordance with Sections 57-68 of the Nova Scotia Police Act. The function of the RCMP Advisory Committee is to provide advice to the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.
 - b) To carry out public consultation on policing issues surrounding the Town and Municipality of the District of Digby.
 - c) The advisory board must hold a board meeting at least every three months.
 - d) To take such other steps consistent with this Policy that the Committee reasonably deems necessary to carry out its mandate;
- II.** The Joint RCMP Advisory Committee shall be composed of:

- a. Two members from each municipal Council appointed by resolution of each Council;
- b. Two members from the Town of Digby, appointed by resolution of Council, who are neither members of Council nor employees of the Town;
- c. Two members from the Municipality of the District of Digby, appointed by resolution of Council, who are neither members of Council nor employees of the Municipality; and
- d. One member appointed by the Minister of Justice.
- e. The RCMP Detachment Commander, Corporals, and Chief Administrative Officers of the Town and Municipality are Ex-officio members.

7. Provisions Regarding the Water Source Protection Advisory Committee:

Council hereby establishes the Water Source Protection Advisory Committee as a standing committee.

- I. The mandate of the Water Source Protection Advisory Committee is:
 - a) Advise the Town of Digby Water Commission on matters of Source Water Protection, will report to the Town of Digby Water Commission, and will be recognized by the Town of Digby, the Municipality of the District of Digby, and the Town of Digby Water Commission. Committee members will be selected by the Town of Digby Water Commission, in consultation with the Town of Digby and the Municipality of the District of Digby.
 - b) Review and make recommendations on all activities affecting the Source Water Protection Plan as requested by the Town of Digby Water Commission, the Town of Digby, the Municipality of the District of Digby and Communities in the area.
 - c) May from time to time request individuals or groups to make representation to the committee on matters affecting the Source Water Protection Area.
 - d) Review and comment on water quality monitoring programs and other studies related to the Source Water Protection Area. All Water Quality information available from member agencies shall be made available to the Committee.
 - e) Will liaise with government agencies not represented on the Committee with regard to matters affecting the Source Water Protection Area; particularly the Departments of Environment, Health Promotion and Protection, and Fisheries and Oceans Canada.

- f) Will develop information and education programs about source water protection for local residents, land owners and other users of the Source Water Protection area lands.
- g) To take such other steps consistent with this Policy that the Committee reasonably deems necessary to carry out its mandate;

13. The Water Source Protection Advisory Committee shall be composed of:

- One citizen member (Water Commission)
- One Councillor/ **PAC Member** (Municipality of Digby)
- One citizen member (Municipality of Digby)
- One **Councillor/PAC Member** (Town of Digby)
- One citizen member (Town of Digby)

Members are appointed by Council as recommended by the Digby Water Commission.

- Ex-officio Members:
- NS Environment representative(s)
 - CAO or designate (Municipality of Digby)
 - CAO or designate (Town of Digby)
 - Director of Public Works**

Clerk's Annotation for Official Policy Book

Date of Notice: **May 17, 2010**

Date of adoption: **June 7, 2010**

Policy effective date: **July 01, 2010**

I certify that this **Citizen Advisory Committees Policy** was adopted by Council as indicated above.



June 8, 2010

Clerk

Date

Amendments

Policy Amended - February 7, 2011 – Policy Amendments in **blue**



February 8, 2011

Clerk

Date

Policy Amended – December 5, 2016 – Policy Amendments in **red**



December 6, 2016

Clerk

Date