

## **TOWN OF SACKVILLE**

### **BY-LAW NO. 279**

#### **A BY-LAW RESPECTING THE PROCEDURE AND ORGANIZATION OF COUNCIL**

**BE IT ENACTED** by the Council of the Town of Sackville under the authority vested in it by the Local Governance Act, S.N.B, 2017 c.18, paragraph 10(2)(a) and subsection 10(5) as follows:

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## **1. DEFINITIONS**

“Council” means the Mayor and Councillors of the Town of Sackville.

“Point of Order” means an issue raised by a member at a meeting questioning that the procedures of a meeting or the actions of an individual participant are contrary to the procedural rules or practices.

“Point of Privilege” means that procedural mechanism by which a member may raise to address perceived or incorrect, defamatory or slanderous statements made about the Council, members or staff.

“Quorum” means the majority of the members of Council with Council having been defined as Mayor and Councillors.

## **2. FIRST MEETING, NEWLY ELECTED COUNCIL**

Following a municipal election, the Clerk shall follow up to carry out the responsibilities of having those elected to office subscribe to the oath of office in the form as prescribed by the Minister in accordance with Section 58 of the *Local Governance Act*.

- a) Persons elected to an office on a municipal Council shall transact no Town business until the Oath of Office has been taken and subscribed to by all members who present themselves for that purpose.

In accordance with Section 63(1) of the *Local Governance Act*, the Clerk ~~may~~ shall fix a date for the first meeting of Council which date,

- (i) Shall not be earlier than the expiration of the 10-day period referred to in subsection 42(1) of the *Municipal Elections Act* following the Council's election, and
- (ii) Shall not be later than the 15<sup>th</sup> day of June following the Council's election.

### 3. **ORIENTATION**

All members of Council are strongly encouraged to attend local orientation sessions. All members of Council are also encouraged to attend training opportunities that may be provided to them during their term.

### 4. **DEPUTY MAYOR**

- (a) Council shall, by their second Regular Council Meeting, elect a Deputy Mayor for a one-year term. Council shall then elect a Deputy Mayor yearly thereafter, on or about the anniversary date of the election of Council.
- (b) In the absence or inability of the Mayor to act, or if the office of Mayor is vacant, the Deputy Mayor shall act in the place of the Mayor, and while so acting, they possess the powers and shall perform the duties of the Mayor.

### 5. **REGULAR MEETINGS OF COUNCIL**

- (a) The Council shall hold a Regular Council Meeting normally on the second Monday of each month in Council Chambers, Town Hall at 7:00 p.m.
- (b) The Clerk will notify the public of the date, time and place of the Regular Council Meeting as reasonably possible through various means of communication.
- (c) The Clerk shall provide notice of a meeting to the Mayor and Members of Council setting out the date and time of the meeting and the business to be transacted thereat by 4:30 p.m. on the preceding Thursday for each Regular meeting.
- (d) If a quorum is not present within thirty minutes after the time fixed for a Regular Council Meeting, the Clerk shall record the names of the members present and the Council shall stand adjourned.
- (e) If a quorum is present, the Mayor shall take the Chair and call the members to order. In the absence of the Mayor and Deputy Mayor, the Clerk shall call Council to order. The Council may, from among the members present, appoint a presiding Officer, who during the absence of the Mayor and the Deputy Mayor, shall have all the powers of the Mayor.

- (f) The order of business shall be generally in accordance to the order set out in Appendix “A” attached hereto.
- (g) The Chairperson of the meeting shall preserve order, decide all questions of order, (subject to an appeal by Council) and shall state the rule applicable to the point of practice or order involved, if called upon to do so by a member.
- (h) If the Chairperson desires to take part in any debate, they shall appoint a member of Council to take the Chair while they debate the question. Otherwise, the Chairperson shall not enter the debate but shall use their office to preserve order and to direct members in keeping to the question.
- (i) When the day fixed for a meeting of the Council falls upon a legal holiday the said meeting shall be held upon the next following day which is not a legal holiday.
- (j) All Regular Council Meetings are opened to the public, except for “Closed/In- Camera” discussions on any of the subject matters set out in section 68(1) of the *Local Governance Act*. Other than for purposes as noted pursuant to 68(1) of the *Local Governance Act*, no member of the public shall be excluded from Regular Council Meetings except for improper conduct.
- (k) If a motion is passed by an affirmative vote of at least majority of the members’ present, Council is authorized to have a “Closed/In-Camera” discussion on any of the subject matters set out in section 68(1) of the *Local Governance Act*.

The motion is debatable but not amendable and requires a majority vote. The minutes of the Closed/In-Camera discussion should reflect the time at which the meeting went into a Closed/In-Camera discussion, those in attendance and the general subject matter.

When members conclude the discussion of the topic in the Closed/In-Camera discussion and they have consensus to rise from the Closed/In-Camera discussion, Council should publicly report in a timely manner either generally or in detail depending on the circumstances or deal with the recommendation (s) from the Closed/In-Camera Session.

- (l) Reports at Regular Council Meetings to Council on public issues will be made available to the community.

## 6. **DEADLINE**

When, at any meeting of Council, the hour of 10:30 p.m. shall be reached, the Mayor or presiding officer shall declare the Council adjourned and leave the chair, unless by a unanimous vote of the members present, the Council determines otherwise.

## 7. **SPECIAL MEETINGS OF COUNCIL**

- (a) The Council shall hold a Special Meeting of Council on the first Monday of each month in Council Chambers, Town Hall at 6:30 p.m.
- (b) When the day fixed for a Special Meeting of Council falls upon a legal holiday the said meeting shall be held upon the next following day which is not a legal holiday.
- (c) The Mayor may at any time summon a Special Meeting of Council . It shall be their duty to do so when requested in writing by a majority of the members of Council.
- (d) A Special Meeting of Council may be summoned by the Clerk upon the written request of the Deputy Mayor or the majority of the members of Council in the following cases:
  - 1) The absence of the Mayor,
  - 2) The vacancy of the Mayor's Office,
  - 3) The inability of the Mayor to attend.
- (e) If a Special Meeting of Council is deemed necessary due to an unforeseen issue, the Clerk shall give notice to all members of Council. The agenda shall be posted on the Town's Webpage and through other reasonable means to notify the public forty-eight (48) hours before the time set for the meeting unless an emergency is declared or for extraordinary purposes and a forty-eight (48) hour notice is not possible.
- (f) If a Special Meeting of Council is deemed necessary due to an emergency in the event of; flooding, ice storms, wildfires, hurricanes, major environmental problems, significant financial matters, etc., the Clerk will notify Council of the meeting by telephone, in person and/or via e-mail. The public will be notified as is reasonably possible.
- (g) The Special Meeting of Council package will be posted on the Town's Webpage and through other reasonable means to notify the public at 5:00 p.m. the day of the Special Meeting of Council.
- (h) No business shall be transacted at a Special Meeting of Council other than that specified in the notice calling it, except with the unanimous consent of all members of Council present.
- (i) All Special Meetings of Council are opened to the Public except for a Closed/In-Camera discussion for purposes pursuant to 68(1) of the *Local Governance Act*. If required, a Closed/In-Camera discussion shall occur in the same manner as per Section 4 – Regular Meetings of Council. A 15-minute public question period will be held at the end of a Special Meeting of Council for clarification purposes of information shared with Council.

7. **MINUTES OF MEETING**

- (a) It shall be the duty of the Clerk/Assistant Clerk to record minutes of all meetings of Council and if reasonably possible have such available to all members of Council by the next Regular Meeting of Council. The minutes shall record the place, date, and time of the commencement of the meeting and the names of all members of Council and employees in attendance. The Clerk/Assistant Clerk shall record in a book, all resolutions, decisions, and proceedings of Council, without note or comment.
- (b) Minutes shall be approved at a Regular meeting. Prior to their approval the Chairperson shall ask the Council if there are any objections to the minutes, or any motion to correct, and shall forthwith, or after correction, if any, declare the minutes adopted and shall sign them.

8. **AGENDA OF MEETINGS**

- (a) Prior to each Regular Council meeting, the Clerk shall prepare an agenda of all business to be brought before Council. The agenda shall be delivered to the Mayor and Councillors by 4:30 p.m. on the Thursday prior to the Regular meeting.
- (b) Any additional agenda items may be added at the commencement of the meeting with unanimous consent of the members present.
- (c) The agenda and information packages for the Regular Council meeting will be available for the public by 1:00 p.m. on the preceding Friday and will be posted on the Town's website.
- (d) The business of the Regular Council Meeting intended to be taken up shall be stated in the agenda as illustrated on Appendix A. Under the section noted "Reports", the order of Department Reports may change from time to time.
- (e) There may be a fifteen-minute question period at the beginning of the Regular Council Meeting for purpose of clarifying matters of a minor nature or matters regarding to the agenda. A fifteen-minute question period will be held at the conclusion of the meeting to allow the public to ask questions or for clarification on business addressed during the meeting.
- (f) The business of Special Meeting of Council to be taken up shall be stated in the agenda as determined from time to time and posted on the Town website. Public presentations may occur during such meetings and are to be arranged by contacting the Clerk's Office at least two weeks prior to the meeting date of the Special Meeting of Council. Generally, such presentations are limited to ten (10) minutes unless otherwise authorized by the Mayor.

## **9. ELECTRONIC MEETINGS**

Electronic Meetings are permitted subject to the *Local Governance Act*, **Section 6**, 69(1)-70(3).

69(1) Subject to this section and to a procedural bylaw made under paragraph 10(2)(a), it is permitted to use electronic means of communication in a council meeting or a committee of council meeting if it allows members of council to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the members.

69(2) Only a member of council who, at the time of the meeting, is outside of the local government or is physically unable to attend the meeting may participate in the manner referred to in subsection (1).

69(3) Except for reasons of disability, a member of council shall not participate in the manner referred to in subsection (1) at more than 25% of the regular council meetings held in a one-year period or at more than four special council meetings held in a one-year period.

69(4) A member of council who intends to participate in a meeting in the manner referred to in subsection (1) shall provide sufficient notice to the clerk to ensure that the relevant materials may be sent to the member and to ensure that the appropriate electronic means of communication are available and, if applicable, that the public notice referred to in subsection (7) is given.

69(5) A member of council who participates in a meeting closed to the public under subsection 68(1) in the manner referred to in subsection (1) shall, at the beginning of the meeting, confirm that he or she is alone.

69(6) A member of council who participates in a meeting in the manner referred to in subsection (1) shall be deemed to be present at the meeting.

69(7) If a council meeting or a committee of council meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:

- (a) a statement that an electronic means of communication will be used at the meeting; and
- (b) the location where the public may see or hear the meeting.

## **10. INFORMATION DISSEMINATION**

- (a) Public meetings and information sessions will be held as issues arise where presentations to the public of Council's perspective and priorities on such matters would be beneficial, or benefit could be obtained through discussions and input from the community.
- (b) Press releases will be issued by the Mayor, Chief Administrative Officer or designates as necessary on the Town's Webpage and through other reasonable means to notify the public.
- (c) The Mayor, Chief Administrative Officer or designates, will be the primary contact persons with respect to the dissemination of information. Council and Department Heads will remain available for comment on issues as required.

## **11. MOTIONS**

- (a) Where practical and/or for clarification purposes, motions or resolutions shall be stated or read by a mover and when duly moved and seconded and stated by the Chairperson, shall be open for consideration.
- (b) After a motion has been stated by the Chairperson, it shall be deemed to be in possession of Council, but it may be withdrawn by majority vote of the Council members present.

## **12. PRECEDENCE**

The Mayor shall chair all meetings of Council in accordance with *Robert's Rules of Order* which shall be followed during all meetings of Council.

For the benefit of good governance, the Mayor may exercise the discretion required from time to time as they determine.

## **13. DECORUM**

- (a) The members of Council shall sit and, when any member desires to speak, they shall advise the Chair and address their remarks to the Chair. They should confine themselves to the question and avoid all personalities. Should more than one member raise their hand at once, the Chairperson shall decide who is entitled to the floor.
- (b) No member shall speak more than once without consent of the Chair, except in explanation.
- (c) No member shall, without consent of the Chair, speak to the same question or in reply for longer than ten (10) minutes.
- (d) A reply shall be allowed to a member who has put the main motion but not to any member who has moved an amendment on the previous question.
- (e) The Chairperson or any member may call a member to order while speaking and the debate shall then be suspended, and the member called to order shall not speak further until the point of order is decided by the Chair.
- (f) Any member may appeal from the decision of the Chair to the Council. All appeals shall be decided by a majority vote without debate. The question is put as "shall the decision of the Chair stand?"



## **14. VOTING**

- (a) Per the *Local Governance Act*, Section 66(1) every Member who shall be present at the meeting, unless disqualified to vote by reason of interest or otherwise upon a By-Law, resolution, motion or for any other purpose, shall announce their vote openly and individually, and the Clerk shall record; but no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- (b) Per section 66(2) of the *Local Governance Act*, the Mayor shall not vote except to have a casting vote in the event of a tie.
- (c) Where a member refuses to vote and is not excused by Council or for the reasons stated in subsection (a), the Clerk shall record him/her as voting in the affirmative on the question of motion before the Council.

## **15. CONFLICT OF INTEREST**

Per the *Local Governance Act*, **Section 8**, 87-98  
[2017-c.18.pdf \(gnb.ca\)](#)

## **16. INTERRUPTIONS**

When there is a motion on the floor, no member shall walk out or across the Chamber; when a member is speaking, no other member shall talk so as to interrupt the member who has the floor.

## **17. BY-LAWS**

Per the *Local Governance Act*, **Section 10**.

## **18. PETITIONS AND DELEGATIONS**

- (a) When any petition, proposal, or scheme is presented to the Council, such member shall be notified of the meeting of Council at which the same is to be heard, considered, or acted upon, in the same manner as if they were a member thereof.
- (b) Delegations, Public Hearings under the Community Planning Act or Petition Hearings under the Business Area Improvement Act shall be heard in Regular Council or Special Council meetings.
- (c) No delegation shall be heard unless a written presentation on the subject matter to be discussed has been submitted to the Clerk no later than two weeks prior to Special Meeting of Council. This restriction may be waived at the discretion of the Clerk.

- (d) Every delegation shall be required to have a spokesperson and shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes. All presentations being presented shall be provided to the clerk's office no later the Friday prior to the scheduled meeting of the presentation by 12:00 noon.
- (e) All presentations made by delegations shall be posted on the Town's Website following the meeting.
- (f) A delegation, once heard, shall be reheard only at the discretion of Council.

## **19. RECONSIDERATION**

After any question has been decided, any member who voted with the majority may, at this or the next Regular meeting of Council, move for a reconsideration of the question, providing there has been no action taken and that the matter has not yet been acted upon. Upon such a motion to reconsider, and the vote being carried, the subject is again open for debate on the original motion and the matter then stands before Council in precisely the state and condition, and the same questions are to be put to it as if the vote reconsidered had never been passed.

## **20. PARLIAMENTARY RULES**

All points of order or procedure not provided for in this By-Law shall be decided in accordance with *Robert's Rules of Order*.

## **21. CLOSED/IN-CAMERA DISCUSSIONS OF COUNCIL**

- (a) Closed/In-Camera discussions will only occur as permitted under section 68(1) of the *Local Governance Act*.
- (b) Council may request that such matters, such as those outlined in 68(1)(a) through (i) of the *Local Governance Act*, be placed on the agenda of Regular or Special Meetings of Council.
- (c) Full discussion may be held on the agenda items and recommendations made to a regular session of Council. No decisions shall be made during this discussion except as permitted under section 68(2) of the *Local Governance Act* (procedural, directions to staff or solicitor pursuant to 68(2)).
- (d) Council may at any time by majority vote move into Closed/In-Camera in which case, the Mayor may leave the Chair and appoint a Chairperson of the Closed/In Camera who shall preside during the discussion.
- (e) The Mayor must resume the Chair prior to the vote being taken.

- (f) The rules of Council shall be observed during the Closed/In-Camera discussion and a member may speak on the question no more than once.
- (g) The decision to close the In-Camera discussion shall be decided without debate.

## 22. **LIAISON COUNCILLORS**

The Town uses a Liaison Councillor structure to manage its legislative process and to facilitate the communication process between Council and Department Managers to assist Council with informed decision making. This structure serves to gain efficiencies for Town business as Councillors work collaboratively to successfully oversee and share the Council workload across the various and diverse service delivery areas. Furthermore, the Liaison Councillor structure provides an opportunity for a smaller group of Councillors to engage with staff and obtain an in-depth understanding of the issues and operation in the particular area of responsibility and then present and communicate this information to their fellow Councillors at public meetings.

The Mayor shall consult with all members of Council regarding their interests and availability, and shall appoint Liaison Councillors to categories set out in Appendix “B” attached.

The specific mandate and responsibilities of Liaison Councillors is outlined in Appendix “C” Terms of Reference.

A minimum of one Councillor is to be assigned to each of the categories and a maximum of two, if desired. Furthermore, the above-noted Liaison Councillors will be appointed by the Mayor following consultation with the Chief Administrative Officer, to ensure an absence of scheduling conflicts. The Chief Administrative Officer shall assign staff resources to the respective areas as they deem necessary.

New appointments will take effect on the date of the appointment, after discussion with the Chief Administrative Officer to ensure that suitable meeting schedules can be arranged and that appropriate background information on Departments is assembled for new Councillors. In the year of a municipal election, the new appointments will take effect immediately following the Mayors announcement at the first Council meeting of the new Council. It is understood that all liaison appointments will take effect on the same day.

These Liaison Councillors shall be appointed for a period of one (1) year, or until a successor is appointed if a vacancy occurs. New appointments will be scheduled on or about the anniversary date of the original appointments. All subsequent appointments will also be announced by the Mayor at a public Council Meeting. It is the Mayor’s prerogative to amend the Liaison Councillor appointments or the areas of service as they deem appropriate. The Mayor shall be an ex officio member to the appointed areas of responsibility of the Council Liaison.

The Liaison Councillors responsibility will be to work with the Chief Administrative Officer and the appropriate Managers to keep Council informed on issues in that particular department as noted in the responsibilities outlined in the Terms of Reference.

Meetings of Liaison Councillors on the respective areas of responsibility, which are information-sessions, will be held once a month and on a regular, pre- determined schedule when possible and meeting schedules will be made available to all of Council. The meeting notice and information will be circulated where appropriate by the Department Head 48 hours before the meeting and will be reported to Council members at the next Regular meeting of Council. If a Councillor is unable to attend a meeting, efforts will be made by the Department Head to re-schedule the meeting.

### **23. OTHER COMMITTEES/BOARDS AND REPORTING POSITIONS**

In addition to the Liaison Councillor structure, the Council may create, enlarge, reduce or abolish other committees, sub-committees or special committees created by it, and may prescribe the purpose, jurisdiction, duties and tenure of each committee including the composition of its membership all as proclaimed in the constituting resolution, or any subsequent amendment thereto. A list of existing Boards and Committees is noted below.

The Mayor shall be an ex officio member of any other committees created by Council and may vote at all meetings. Other members of Council may attend meetings of a committee and may, with the consent of the committee, take part in discussion but shall not be entitled to vote.

The Mayor, following a meeting with members of Council regarding their interests and availability, may appoint a minimum of one Councillor or a maximum of two, if desired to Committee/Boards of Town interests. A recommendation to Council will be made by the Mayor at a public meeting regarding Councillors and/or representatives to be appointed to these Boards and Committees, in a similar manner as outlined in Section 21 - Liaison Councillors.

A list of Boards and Committees that frequently involve Council representation along with any Terms of Reference/Governance Guidelines can be found in Appendix "D" attached

Councillors and/or representatives responsible to these organizations will provide a report or update to Council and the public on a regular basis at the Regular monthly meeting.

From time to time it may be deemed necessary to have a Councillor and/or a representative from the Town appointed to another Board or Committee not listed in Appendix "D", in which case the Mayor shall appoint a Councillor to such position.

### **24. RULES AND REGULATIONS**

The Rules and Regulations contained in this By-Law shall be observed in all proceedings of the Council and shall be used for the order and dispatch of business in the Council.

**25. REPEAL**

Upon passing of this by-law, By-Law No. 272 is hereby repealed, and all prior Terms of Reference become null and void. This by-law comes into effect on the date of final passing thereof.

Read a first time this 13<sup>th</sup> day of September 2021.

Read a second time this 12<sup>th</sup> day of October 2021.

Read a third time and passed Council this 12<sup>th</sup> day of October 2021.

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Mayor

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Clerk

## APPENDIX A - Order of Business -Regular Meeting of Council

### COUNCIL MEETING OF (DATE) AT 7:00 P.M. COUNCIL CHAMBERS, TOWN HALL

1. CALL MEETING TO ORDER
2. LAND ACKNOWLEDGEMENT
3. APPROVAL OF AGENDA
4. QUESTION PERIOD
5. DISCLOSURE OF INTEREST
6. MINUTES

Regular Council Meeting (Page)

7. BUSINESS ARISING FROM THE MINUTES
8. SOUTHEAST REGIONAL SERVICES
  - i) Regional Service Commission –
  - ii) Planning – (Page)
9. REPORTS

A) MAYOR’S REPORT

B) CAO REPORT – CAO (Page)

C) Finance & Administration

Liaison Councillors

i) BILLS AND PAYROLL – MONTH

General Government \$

General Capital \$

Utility Government \$

Utility Capital \$

Salaries \$

(Page)

ii) Report from Finance and Administration (Page)

D) Tourism & Business Development

Liaison Councillors

a. Report from Tourism & Business Development (Page)

E) Public Property & Facilities

Liaison Councillors

a. Report Public Property & Facilities (Page)

- F) Recreation Programs & Events
  - Liaison Councillors
  - a. Report Recreation Programs & Events (Page)
  
- G) Public Safety
  - Liaison Councillors
  - a. Report Public Safety
    - Fire/EMO, RCMP/CPO (Page)
  
- H) Policy/By-Law
  - Liaison Councillors
  - a. Report Policy/By-Law (Page)
  
- I) Human Resources
  - Liaison Councillors
  - a. Report Personnel (Page)
  
- J) Corporate Affairs & Strategic Development
  - Liaison Councillors
  - a. Report (Page)
  
- 11. NEW BUSINESS
  
- 12. QUESTION PERIOD
  
- 13. ADJOURN

## **APPENDIX B - Liaison Categories**

- Finance & Administration
- Tourism & Business Development
- Recreation Programs & Events
- Public Properties & Facilities
- Public Safety (Fire & RCMP)
- Policy/By-Law
- Human Resources
- Corporate Affairs and Strategic Development



## **APPENDIX D - Boards and Committees**

- Sports Wall of Fame
  - SSWF Governance Guidelines
- Sackville Arts Wall
  - Arts Wall Governance Guidelines
- Waterfowl Park Advisory Committee
  - Terms of Reference
- Climate Change Advisory Committee
  - Terms of Reference

## APPENDIX “C”

### TOWN OF SACKVILLE – TERMS OF REFERENCE

**SUBJECT: COUNCIL LIAISON RESPONSIBILITIES**

**PAGE NO.: PAGE 1 OF 7**

**ISSUE DATE: October 12, 2021**

**APPROVED: October 12, 2021**

### **INTRODUCTION**

The intent of this Terms of Reference is to clarify the role of Liaison Councillors and outline the area of responsibilities within the respective operational departments of the Town.

This Terms of Reference is a guiding document for Sackville Town Council, Liaison Councillor responsibilities. There are several companion documents that relate to it, including By-law No. 279 A By-law Respecting the Procedure and Organization of Council, and the Province of New Brunswick Local Government Resource Manual for Elected Municipal Officials.

In accordance with By-law No. 279- A By-law Respecting the Procedure and Organization of Council, the Mayor appoints the Council liaisons at the commencement of an incoming Council and the Mayor may revise such appointments from time to time. The Chief Administrative Officer (CAO) will delegate staff resources to the respective service area of responsibility. At the beginning of a term of office, the Mayor generally will consult with all members of Council regarding their interests and availability, and appoints Liaison Councillors to the various service areas of responsibility. The Mayor may appoint a minimum of one Councillor to be assigned to each category and a maximum of two, if desired and may revise the appointments as s/he desires during their term of office.

In accordance with By-law No. 279 – A By-law Respecting the Procedure and Organization of Council, service areas are as follows:

1. Finance & Administration
2. Tourism & Business Development
3. Recreation Programs & Events
4. Public Property & Facilities
5. Public Safety (Fire & RCMP)
6. Policy/By-Law
7. Human Resources
8. Corporate Affairs and Strategic Development

## **MANDATE**

Liaison Councillors are responsible for keeping the rest of Council apprised of the service area to which they are assigned. Council Liaisons are also responsible for presenting the departmental report, presenting relative motions to Council for consideration and tabling any matters that are of a policy concern for the Town.

Meetings of Liaison Councillors on the respective areas of responsibility, are considered information sessions, and should occur once a month and on a regular, pre-determined schedule when possible.

Sackville Town Council uses a Liaison Councillor structure to help manage its legislative process and to facilitate the communication process between Council and department managers so as to enable Council to make informed decisions. With some exceptions, most business of the Town is introduced and discussed at a Liaison Councillor meeting and in instances where subject matters may require the presentation of additional information or require greater consultation, such matters are placed on the agenda of a Special Meeting of Council (Discussion Group Meeting). Decisions of Council are then made at Regular Council Meetings.

The Liaison Councillor structure is based upon the principle of separation of policy from administration and enables the CAO and Town Managers to provide professional and technical advice to Council from an operational perspective. Managers will update their Liaison Councillors monthly as projects and initiatives are progressed via operations and administration. Liaison Councillors are then responsible for updating Council as a whole and advancing motions at the Regular meeting of Council for consideration. Council as a whole then determines direction on the policy matters and confirms their decisions on required operational matters by way of motions by majority of Council in the best interest of the municipality.

Liaison Councillors are not involved in the day-to-day administrative operations of the municipality.

## **SERVICE AREA RESPONSIBILITIES**

The following is a listing of the service areas whereby Council Liaisons are assigned to with an overview of the areas of responsibility within each department.

### **1) FINANCE & ADMINISTRATION**

#### **Staff Assignment:**

- Treasurer
- Assistant Treasurer

#### **AREAS OF RESPONSIBILITY:**

The Town's Finance and Administration department is responsible for the overall financial affairs of the corporation (General Government and Water & Sewer Utility). In addition, the department is also responsible for various administrative functions. Illustrative examples of areas of responsibility include;

- Coordinate fiscal matters for the Town of Sackville
  - Annual budget (operating and capital / General & W&S Utility)
  - Capital debt management
  - Rates for taxation
  - Rates for water and sewer services
  - Monitor expenditure of funds / revenue and reports to Council

- Recommendations re appointment of auditors, legal services and insurance agents
  - Purchasing & Tendering, Accounts Payable / Receivables
  - Recommendations regarding the acquisition, disposal and use of all Town owned land and facilities
- Corporate Technology, including IT Agreement with Mount Allison, internet and audio/visual
  - Town Hall Administration (i.e. receptionist)
  - By-law Enforcement
  - Animal Control

## 2) TOURISM & BUSINESS DEVELOPMENT

### **Staff Assignment:**

- Senior Manager of Corporate Projects
- Manager of Tourism & Business Development

### **AREAS OF RESPONSIBILITY:**

The Town's Tourism and Business Development division is tasked with promoting Sackville as a tourism destination, as well as working with local businesses and tourism sector operators to develop Sackville as such. Other responsibilities include the implementation and monitoring of the Tourism Strategy, the operations of the Visitor Information Centre and Waterfowl Park, and assisting with the growth and development of the existing businesses as it relates to Tourism. Illustrative examples of areas of responsibility include:

- Coordinate / liaise with volunteer groups hosting events of tourism or economic benefit
- Liaise with various tourism partners, business organizations and businesses
- Liaise with organizations regarding various programs / initiatives (ie Farmers market, Sappyfest, Renaissance Sackville, EOS, etc)
- Liaise with organizations to develop appropriate programs and policies to assist with integration of new residents to our Town
- Develop, implement economic development, marketing programs and initiatives to support the local businesses of our Town
- Attract regional and national and international events that will contribute to economic activity
- Liaise with the SE Planning Commission staff

## 3) RECREATION PROGRAMS & EVENTS

### **Staff Assignment**

- Senior Manager of Corporate Projects
- Manager of Recreation Programs & Events

### **AREAS OF RESPONSIBILITY:**

The Town's Recreation Programs and Events division is responsible for many of the 'quality of life' services that contribute to Sackville's reputation as an outstanding town. The division is responsible for overseeing the development, management, and delivery of all aspects of a broad range of recreational

programs and events within the Town of Sackville. Other responsibilities include stimulating and supporting individual and group participation in active living and other recreational opportunities within the community and region and working with local interest groups to discuss programming and facility needs. Illustrative examples of areas of responsibility include:

- Monitor the development and implementation of recreation programs
- Continue growth of diverse recreational programming in the Town
- Coordinate with other community agencies the orderly planning and development of recreational services for the community
- Maintain a public relations and information program related to recreation activities
- Develop appropriate areas for leisure activities
- Review and make recommendations regarding grants for programs and organizations
- Liaise with volunteer groups hosting events currently within the Town such as minor hockey tournaments, Senior's College events and programming, Sackville Public Library, etc.
- Oversee and coordinate Town events, such as Fall Fair, Winterfest, Canada Day Celebrations, NB Day, Volunteer Recognition Night, Sackville Arts Wall, Sackville Sports Wall of Fame, Sport Recognition Night, etc.

#### **4) PUBLIC PROPERTY & FACILITIES**

##### **Staff Assignment:**

- Town Engineer
- Superintendent of Public Works
- Manager of Parks and Facilities

##### **AREAS OF RESPONSIBILITY:**

The Public Property & Facilities Division provides citizens with a wide variety of public services including planning, design, construction, maintenance and operation of the infrastructure for water supply and distribution, sanitary sewage collection, transportation services, storm water drainage, solid waste collection and facilities management. Other roles include the operation, maintenance and appearance of Town owned buildings and facilities, including parks, sports fields, trails and open spaces. Illustrative examples of areas of responsibility include:

- Develop a long-term Capital Works Program
- Develop plans and make recommendations for the maintenance of streets, sidewalks, storm sewers and road signs
- Develop plans and make recommendations regarding the construction of new streets, sidewalks, storm sewers, traffic control devices, road signs and other related infrastructure, including active transportation
- Establish plans for snow removal, salting and sanding of streets and sidewalks
- Oversee the maintenance of all Town owned properties including recreational facilities, sports fields & trails
- Establish plans for the maintenance of traffic control devices, the marking of streets and crosswalks and parking meters
- Make recommendations regarding the tendering and purchasing for public works and urban beautification projects and equipment

- Coordinate a public information program regarding Public Property & Facilities projects
- Develop plans and make recommendations for the construction and maintenance of water lines, sanitary sewer lines and related infrastructure
- Make recommendations regarding the tendering and purchasing for sewage and water projects
- Oversee policies for the provision of water and sewer services for the Town of Sackville
- Be responsible for the maintenance of fire hydrants
- Assist the Tourism & Business Development department on the installation and removal of Christmas decorations and lights
- Oversee fleet management
- Be responsible for grass cutting, flowers, street furniture, street banner installation/removal, tree maintenance and planting on Town property including sports fields and trails
- Maintain and improve the Town's directional signage programs

## 5) PUBLIC SAFETY

The Public Safety division provides Police, Fire and Emergency Management Planning services to protect the life and property of our citizens, and to protect our community's environment so our community can continue to enjoy a high quality of life. Other responsibilities include the day-to-day operations of the Fire Station and RCMP detachment, fleet readiness, and providing safety and awareness campaigns for the public. Illustrative examples of areas of responsibility include;

### **Staff Assignment:**

- Fire Chief
- Staff Sergeant

### **AREAS OF RESPONSIBILITY:**

- RCMP will perform the duties of peace officers and render such services as is necessary to preserve peace, protect life and property, prevent crime and offenses against the laws of Canada and the province
- RCMP will apprehend criminals, offenders and others who may be lawfully taken into custody
- RCMP execute all warrants and perform all duties and services in relation to the laws of Canada, the Province and the municipality
- Make recommendations for programs and policies for fire prevention safety and inspection
- Make recommendations regarding the Sackville Fire Department's resource needs including equipment, technology, personnel, etc.
- Make recommendations regarding the placement of fire hydrants
- Liaise with Provincial and Federal Emergency Management Officials
- Make recommendations for policies and programs relating to education, prevention, investigation and enforcement for both fire and police
- Review and make recommendations for improvements to the Emergency Management Plan and ensure the Town's readiness to implement as required
- Oversee and monitor the department's performance relative to the strategic plan and established benchmarks

## 6) POLICY & BYLAW

The role of the Policy and By-law division is to provide advice to Council and the Corporation with respect to revisions to policy, by-laws and procedures. Illustrative examples of areas of responsibility include;

### **Staff Assignment:**

- Clerk
- Assistant Clerk

### **AREAS OF RESPONSIBILITY:**

- Maintain corporate records (minutes, etc.)
- Oversee by-laws (update, maintain, revise, etc.)
- Administer all requests and processes as required by the RTIPPA legislation as Head of RTIPPA as appointed by Council (ie information requests)
- Provide support to Mayor, Council & CAO
- Ensure compliance with the Local Governance Act

## 7) HUMAN RESOURCES

The role of the Human Resources Liaison group is to oversee all matters and programs pertaining to the management of employees, recruitment, labour relations / contract negotiations, and employee & Council benefits. To promote a positive work environment that is a safe and healthy environment and is sensitive to the needs and wellbeing of the municipal employees and the corporation. Illustrative examples of areas of responsibility include;

### **Staff Assignment:**

- Chief Administrative Officer

### **AREAS OF RESPONSIBILITY:**

- Manage and direct the overall workforce of the organization
- Develop & implement an Organizational Structure that is aligned with the priorities of the Town
- Conduct the Staffing processes and programs (hiring, development, training, discipline, etc.)
- Administer Labour Relations (collective bargaining, administration of contracts, etc.)
- Oversee and implement a Compensation plan that is fair and equitable
- Implement HR programs (Health & Safety, ~~EAP~~, etc.)

## 8) CORPORATE AFFAIRS AND STRATEGIC DEVELOPMENT

The Corporate Affairs and Strategic Development Group is tasked with providing proactive advice and guidance into issues aimed at improving the effectiveness and implementation of various programs intended to enhance the overall efficiency and growth of the corporation and community in a sustainable

way. This includes actively liaising with senior levels of government, municipal stakeholders, Mount Allison University, private sector, and other partners and/or organizations external to the organization. Illustrative examples of areas of responsibility include:

**Staff Assignment:**

- Chief Administrative Officer
- Senior Manager of Corporate Projects

**AREAS OF RESPONSIBILITY:**

- Conduct Strategic Planning process & implementation of priorities
- Communicate and Advocacy with Federal / Provincial Governments and partners re: Town priorities (i.e. legislation, economic development, major funding programs, etc.)
- Liaise with Federal/Provincial Governments with regard to all issues of interest or concern to the Town of Sackville
- Pursue relationship opportunities with Mount Allison University
- Be responsible for the overall Corporate Communication
  - oversee Town's website
  - branding, advertising, letterhead, business cards, signage, vehicle identification,
  - create marketing and advertising strategies for all Town events and activities
- Liaise with municipal organizations such as FCM, UMNB, etc.
- Pursue Economic Development opportunities and businesses interested in investing in Sackville
  - new business development opportunities, job creation policies & programs, marketing (i.e. residential growth, youth retention)
- Integrate Sustainability as part of the overall culture within our organization in how we do our business
  - oversee sustainability projects that the Town is involved in
- Be strategic in the identification of priority projects that furthers the growth and sustainability of our community
- Oversee the progress of the Town strategic priorities as determined by Council
- Liaise with the SE Planning Commission staff
- Facilitate public consultation process with SERSC to review of official plan (2020) and zoning and development bylaw review for the Town of Sackville





**TOWN OF SACKVILLE – GOVERNANCE GUIDELINES**

**SUBJECT:** Sackville Sports Wall of Fame

**PAGE NO:** PAGE 1 OF 4

**ISSUE DATE:** February 10, 2020

**APPROVAL DATE:** October 12, 2021

**1. NAME**

a) The name of the organization shall be known as The Sackville Sports Wall of Fame.

**2. ADMINISTRATION**

a) The Board of Governors shall be appointed by Town Council and administer all matters relating to the Sackville Sports Wall of Fame, including its operation and maintenance. The Board of Governors shall be the trustees of all records and possessions of the Sports Wall of Fame and along with the Selection Committee shall be the final determining body for the selection of members to the Wall. All board members shall serve 3-year terms. These terms will be staggered to offer continuity to the selection process.

b) The Board of Governors shall consist of the following people: Two Liaison Councillors as assigned by the Mayor will act as co-chairs, a representative of the Sackville Legion and three members at large.

c) The Town's Chief Administrative Officer will assign a minimum of two staff to serve as resource people to the board, including a member of the Management Team and an Administrative Assistant.

d) The Sackville Sports Wall of Fame is a standing committee of the Town of Sackville and shall be carried on without purpose or gain for its members, and any profits or other accretions to the organization shall be used solely in furthering and promoting the aims and objectives of the Wall of Fame.

e) Meeting quorum is considered the majority of the Board.

**3. LOCATION**

a) The Sackville Sports Wall of Fame shall be located in the foyer area of the Tantramar Veterans Memorial Civic Centre. The collection may be relocated at the discretion of the Board of Governors.

**4. OBJECTIVE**

a) The objective of the organization shall be to recognize and honour the achievements of Sackville and area individuals or teams who have attained prominence and distinction in any field of sport and those who have made a major contribution to the development and advancement of sport in the Sackville area.

## **5. FINANCES**

a) The cost of establishing and maintaining the Sackville Sports Wall of Fame shall be borne by the Town of Sackville, with appropriate funds included in the Town budget. A budget of up to \$1,000 will be made available to offset travel costs of nominees and immediate family members.

## **6. CLASSIFICATION and SELECTION CRITERIA**

There shall be three categories for induction into the Sackville Sports Wall of Fame:

### **a) Athletes:**

Athletes to be considered for admission to the Sackville Sports Wall of Fame must have been outstanding in their athletic field of endeavor or must have achieved better than average proficiency in a number of sports, even if not reaching the absolute top level in any one, while in competition against peer athletes. This may include competition at the local level only, but also may include competition at district, regional, provincial, national and/or international events, as well as those who enter professional sports. Candidates for election shall be chosen on the basis of playing ability, sportsmanship, character and their contribution to their particular sport and to sport in general.

### **b) Builders:**

Builders are defined as officials, sponsors, executives, trainers, volunteers, coaches, etc. , whose work for sport over an extended period of time has been outstanding. Candidates for election shall be chosen on the basis of the extent to which they consistently and over an extended period of time provided a high level of service to the sports community, whether it be in organizing leagues and facilities, achieving a high degree of success in coaching teams and/or individuals, keeping a league or team active, or otherwise being a leader in the development and success of sports.

### **c) Teams:**

Teams are defined as "any group of two or more athletes engaged in the same sport who work together as a unit in that sport". Examples may include, but are not limited to, a figure skating pair, a hockey team, a tennis doubles team, a curling team, a cross country running team, etc. Team nominees are to be considered as one single nomination. Candidates for election shall be chosen on the basis of outstanding achievement in their athletic field of endeavour, while in competition against peer teams. This may include competition at the local level only, but also may include competition at district, regional, provincial, national and/or international events.

## **7. ELIGIBILITY FOR ELECTION**

a) Any nominee who by outstanding achievement has attained prominence in any field of sport or who has made a major contribution to the development and advancement of sport in the Sackville area, is eligible for election to the Sackville Sports Wall of Fame.

b) Athlete nominees must have concluded their careers as active players for a minimum of five years before their election, except where, by reason of outstanding pre-eminence and skill, and at the discretion of the Selection Committee, such waiting period may be reduced.

c) Team and Builder nominees may be either active or inactive at the time of their nomination.

d) Members of the Board of Governors and the Selection Committee are not eligible for election while serving on either body.

e) Mount Allison University athletes, builders, or teams that have made a significant contribution to the Sackville sports community are eligible for election to the Sackville Sports Wall of Fame.

## **8. FORM OF ENROLMENT**

The form of enrolment shall be as follows:

a) A charcoal drawing, approximately 13” x 18” suitably framed and completed by an accomplished artist. It is to be displayed on the official Sports Wall of Fame, located in the foyer of the Tantramar Veterans Memorial Civic Centre.

b) Each inductee shall be formally inducted into membership at an official induction ceremony. This ceremony is held bi-annually in even numbered years, during the month of May or June, but not later than June 15th.

c) Inductees shall receive a Sackville Sports Wall of Fame lapel pin and plaque at the time of their induction.

d) There shall be a reception for inductees, immediate families, and invited guests.

## **9. SELECTION COMMITTEE**

a) The Board of Governors shall appoint a Selection Committee consisting of a chairperson and four additional members. The members shall be diverse, representing both genders, various periods of time, and various sporting interests. At least two members should be inductees into the Sackville Sports Wall of Fame.

b) The assigned Management representative from the Town of Sackville or his/her designate shall serve as secretary of the Selection Committee, unless otherwise provided for by the Board of Governors.

c) Each member of the Selection Committee shall serve a term of two years, and shall be invited to serve three terms (for a total of six years). The appointments shall be staggered such that not more than two new members are appointed in any given year.

d) The Board of Governors shall appoint the Selection Committee as vacancies occur.

## **10. PROCEDURE OF NOMINATION**

a) A call for nominations will take place in October prior to the election year, with a deadline of the second Friday in January, for submissions to be made to the Town.

b) Submissions of nominations will be formally acknowledged within 30 days of initial submission by the Town.

c) Nominations must be submitted on official nomination forms.

d) Once the deadline closes, all nominations including those in the “active” file shall be presented to the Selection Committee via the assigned Management representative.

e) Nominations must have the consent of the nominee, or if deceased, the family of the nominee.

## **11. METHOD OF ELECTION**

- a) A meeting to select candidates shall take place at least once per selection year and will take place within 30 days of the deadline for receipt of nominations.
- b) The quota of candidates elected each selection year shall not exceed three.
- c) All nominations submitted will be considered by the Selection Committee for election during the year nominated. In addition, the Selection Committee will include their nomination for the four (4) subsequent Selection Committee Review Processes.
- d) Nomination forms of nominees not elected to the Sackville Sports Wall of Fame after being considered a total of five (5) times will be placed in an inactive file. Inactive nominees will require re-nomination to be reconsidered.
- e) Upon review of all eligible nominations, the Selection Committee shall file a written report with the Board of Governors. The report shall make recommendations for no more than three nominees to be elected to the Sackville Sports Wall of Fame, and may make any other recommendations to the Board of Governors as it sees fit.
- f) The election of all candidates is vested in the Board of Governors, as recommended by the Selection Committee and its elections are final.

## **12. NOTIFICATION OF ELECTIONS**

- a) For those elected to the Sackville Sports Wall of Fame, the Chairperson of the Board of Governors or his/her designate shall send a letter to the nominator and to the nominee(s), informing them of their election, and requesting their acceptance. Town staff will follow up with each to make arrangements for their induction.
- b) For those who were considered but not elected to the Sackville Sports Wall of Fame, the Chairperson of the Board of Governors or his/her designate shall send a letter to the nominator informing them of the decision and encouraging them to update / expand the nomination in time for the next call for nominations. In cases where the nominee has been considered in five consecutive election years, the nominator shall be informed that the file has been placed in the inactive file.
- c) The names of the inductees shall be made known to the public through a press release issued by the Chairperson of the Board of Governors, upon receipt of acceptance from the nominees.
- d) Nominees are to be notified that modest travel support may be available.

**TOWN OF SACKVILLE – GOVERNANCE GUIDELINES**

**SUBJECT:** Sackville Arts Wall

**PAGE NO:** PAGE 1 OF 4

**ISSUE DATE:** December 11, 2017

**APPROVAL DATE:** October 12, 2021

**1. NAME**

a) The name of the committee shall be known as The Sackville Arts Wall committee, herein referred to as SAWC.

**2. ADMINISTRATION**

a) The SAWC shall be appointed by Town Council and administer all operational matters relating to the Sackville Arts Wall. The SAWC along with the Selection Board shall be the final determining body for the selection of members to the Wall. All members of the SAWC shall serve staggered 3 year terms to offer continuity to the selection process. The Town of Sackville shall be the trustees of all records and possessions of the Arts Wall.

b) The SAWC shall consist of the following people: Two members of Town Council (Rotating Chairpersons) as assigned by the Mayor, and three members at large.

c) The Town’s Chief Administrative Officer will assign staff to the SAWC to assist in the ongoing operation of the committee.

d) The Sackville Arts Wall is a committee of the Town of Sackville and shall be carried on without purpose or gain for its members, and any profits or other accretions to the organization shall be used solely in furthering and promoting the aims and objectives of the Wall.

**3. LOCATION**

a) The Sackville Arts Wall shall be located beside the Main Street entrance to the Waterfowl Park between Cranewood and St. Paul’s Anglican Church facing Main Street. If a new location is deemed necessary, the SAWC shall consult Sackville Town Council to determine a new location.

**4. OBJECTIVE**

a) The objective of the committee shall be to recognize and honour the achievements of Sackville and area artists who have attained international, national or regional prominence and distinction in the three classifications of Literary Arts, Performing Arts, and Visual Arts as well as honouring a Sackville and area citizen (or group) who has been instrumental in the cultural and artistic development within our community.

## 5. FINANCES

a) The cost of establishing and maintaining the Sackville Arts Wall shall be borne by the Town of Sackville, as budgeted and approved by Town Council through the annual budgeting process.

## 6. CLASSIFICATION

There shall be four categories for induction into the Arts Wall:

1. **Literary Arts** - eminent writers of poetry, novels, short stories, essays, dramas and screenplays, distinguished works of non-fiction and serious journalism.
2. **Performing Arts** - outstanding musicians, actors, dancers, and other performing artists.
3. **Visual Arts** - artists who have achieved distinction in painting, drawing, sculpture, photography, film and other visual media.
4. **Arts Builders** - individuals (or groups) who have made exceptional contributions to the artistic life and cultural development of the community as champions, supporters, patrons, administrators, teachers and mentors.

## 7. ELIGIBILITY FOR SACKVILLE ARTS WALL NOMINATION

- a) The nominee shall have resided in Sackville or the immediately surrounding area for a significant portion of his/her formative years and/or working life.
- b) The nominee shall have achieved a sustained level of excellence and recognition internationally, nationally, or regionally in his/her chosen category of endeavour.
- c) Any person who has made a major contribution to the development and advancement of art in the Sackville area, is eligible for nomination to the Sackville Arts Wall.
- d) Members of the SAWC and the Selection Board are not eligible for nomination while serving on either body.

## 8. FORM OF ENROLMENT

The form of enrolment shall be as follows:

- a) A photographic representation of the nominee, 13” by 17” to be displayed on the official Arts Wall.
- b) Each inductee shall be formally inducted into membership at an official induction ceremony. This ceremony is held bi-annually in odd numbered years, during the month of October.
- c) Inductees shall receive a copy of their Sackville Arts Wall plaque and a copy of their induction citation at the time of their induction.
- d) There shall be a reception for inductees, immediate families, and invited guests.

## **9. SELECTION BOARD**

- a) The SAWC shall appoint a Selection Board consisting of a chairperson and a minimum of two, but not exceeding four, additional members. The members shall be diverse, representing both genders, various periods of time, and various artistic interests.
- b) A Management representative from the Town of Sackville or his/her designate shall serve as secretary of the Selection Board, unless otherwise provided for by the SAWC.
- c) Each member of the Selection Board shall serve a term of two years, and shall be invited to serve three terms (for a total of six years). The appointments shall be staggered such that not more than two new members are appointed in any given year.
- d) The SAWC shall appoint the Selection Board as vacancies occur.

## **10. PROCEDURE OF NOMINATION**

- a) A call for nominations will take place in January of the selection year, with a deadline of the second Friday in June, for submissions to be made to the Town.
- b) Submissions of nominations will be formally acknowledged within 30 days of initial submission by the Town.
- c) Nominations must be typewritten and submitted on official nomination forms.
- d) Once the deadline closes, all nominations including those in the “active” file shall be presented to the Selection Board via the assigned Management representative.
- e) Nominations must have the consent of the nominee, or if deceased, the family of the nominee.

## **11. METHOD OF SELECTION**

- a) A minimum of one meeting to select nominees shall take place within 30 days of the deadline for receipt of nominations.
- b) A maximum of one nominee may be selected from each of the four categories per selection year.
- c) The Selection Board reserves the right to bypass any of the four categories should the nominees be considered inadequate for the Wall at that time.
- d) All nominations submitted will be considered by the Selection Board for selection during the year nominated. In addition, the Selection Board will include their nomination for the two (2) subsequent Selection Board review processes.
- e) Nomination forms of nominees not selected to the Sackville Arts Wall after being considered a total of three (3) times will be placed in an inactive file. Inactive nominees will require re-nomination to be reconsidered.

- f) Upon review of all eligible nominations, the Selection Board shall file a written report with the SAWC. The report shall make recommendations for no more than four nominees to be selected to the Sackville Arts Wall, and may make any other recommendations to the SAWC as it sees fit.
- g) The selection of all nominees is vested in the SAWC, as recommended by the Selection Board and its selections are final.

## **12. NOTIFICATION OF SELECTIONS**

- a) For those selected to the Sackville Arts Wall, the Chairperson of the SAWC or his/her designate shall send a letter to the nominator and to the nominee(s), informing them of their selection, and requesting their acceptance. Town staff will follow up with each to make arrangements for their induction.
- b) For those who were considered but not selected to the Sackville Arts Wall, the Chairperson of the SAWC or his/her designate shall send a letter to the nominator informing them of the decision and encouraging them to update / expand the nomination in time for the next call for nominations. In cases where the nominee has been considered in three consecutive selection cycles, the nominator shall be informed that the file has been placed in the inactive file.
- c) The names of the inductees shall be made known to the public through a press release issued by the Chairperson of the SAWC, upon receipt of acceptance from the nominees.



## TOWN OF SACKVILLE – TERMS OF REFERENCE

**SUBJECT: WATERFOWL PARK ADVISORY COMMITTEE**

**PAGE NO: PAGE 1 OF 3**

**ISSUE DATE: November 2, 2016**

**APPROVAL DATE: October 12, 2021**

### **INTRODUCTION**

The intent of this document is to formalize the role of the Waterfowl Park Advisory Committee (WPAC) and provide clarification and guidance on its responsibilities.

The WPAC was established to advise Council on the development and management of the Sackville Waterfowl Park. Since 1988, the Waterfowl Park has become a productive habitat for wetland wildlife and plants, a significant recreational asset for Sackville residents and visitors, and one of the most significant parks in the region. It is the result of an original partnership between the Town of Sackville, Mount Allison University, the Province of New Brunswick, the Canadian Wildlife Service, Ducks Unlimited and many private donors and collaborators. In recent years, the Town has invested heavily in the development of the Park. It is fundamental to Sackville's marketing and to the Town's economy as an attractive destination for nature-oriented tourists. It is also an important ecological asset, supporting the continuing strength of migratory bird populations. Therefore, proper stewardship of the Park is essential.

The Town of Sackville established the Waterfowl Park Advisory Committee to ensure strong stewardship and public involvement in the evolution of the Park. While the Town of Sackville is responsible for the overall financial and operational management of the park (budgets, staffing, maintenance and programming), it depends on and values the expertise, advice, and guidance provided by the WPAC members in furthering the future planning and development of the Waterfowl Park.

### **MANDATE**

The WPAC acts in a resource/advisory capacity to Council on issues pertaining to the protection, management, development, and promotion of the park.

### **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the WPAC include:

- To advise Council on the management and evolution of the park.
- To monitor and advise on the ecological health of the park.
- To advise Council on major infrastructure projects in the park, including paths, boardwalks, bridges, control structures, and viewing areas.
- To advise Council on by-laws and regulations that pertain to the park.
- To advise Council on educational opportunities in the park.
- To advise the Town on marketing and promotional initiatives for the park, including signage, tours, activities and tourism related materials.
- To identify and recommend special studies and research on park attributes

- To provide an annual update to Council; and
- To undertake other reviews and projects as directed by Council.

### **COMMITTEE MEMBERSHIP**

The WPAC shall consist of no more than 12 and no fewer than 7 voting members. Membership shall include representatives from the partner institutions:

- Sackville Town Council (liaison councillor)
- Mount Allison University
- Canadian Wildlife Service
- Ducks Unlimited

In addition, up to 7 members may be appointed to represent the community at large and interested community-based organizations such as:

- Bird Studies Canada
- Tantramar Wetlands Centre
- Chignecto Naturalists Club
- Drew Nursing Home
- Tantramar Outdoor Club

The Chief Administrative Officer (CAO) of the Town of Sackville shall delegate appropriate staff resources to the WPAC as non-voting members of the committee.

### **SUBCOMMITTEES**

The WPAC may establish informal subcommittees from time to time to deal with specific issues.

### **OFFICERS**

The Board shall, by resolution of simple majority of all Members, appoint a Member as Chair and Vice-Chair for a term not exceeding two (2) years. Any such term can be renewed. The Vice-Chair shall assume the roles and responsibilities of the Chair should the latter be absent or otherwise temporarily unable to act.

### **QUORUM**

A quorum shall consist of the majority of current voting members on the committee. Meetings may be held without a quorum present; however, a quorum is required for voting purposes.

### **MEETINGS**

The WPAC will meet at least two times per year, or as determined from time to time by the Chair or a majority of members of the WPAC.

All WPAC meetings shall be public meetings with the exception of In-Camera meetings as per section 10.2(4) of the *Municipalities Act*.

### **MINUTES**

The CAO or his/her designate will delegate the appropriate staff resources to the WPAC to provide the technical and administrative support to the Chair and WPAC members that is necessary in preparation and follow up for all meetings.

## **APPOINTMENTS**

Sackville Town Council is responsible for confirming all appointments to the WPAC, with the exception of liaison councillor, who will be appointed by the Mayor. The WPAC and the partnering institutions (Mount Allison University, Canadian Wildlife Service, and Ducks Unlimited) shall recommend members to Council for appointment.

All appointments shall be for a three-year term and shall be timed in such a manner as to maintain continuity, ensuring that the turnover of new members shall be less than half of the total membership in any given year. Members may be reappointed for no more than three consecutive terms.

## **RESIGNATIONS**

Any resignation from the WPAC shall be tendered in writing to the Chair, who will advise Council through the CAO. When approved by Council, replacement appointees shall serve the remainder of the term of the member whom they are replacing.

## **ABSENTEEISM**

Should any member miss three consecutive meetings without the consent of the WPAC, that member shall be deemed to have resigned. If such member represents a partnering organization, that organization shall be asked to recommend a replacement.

## **PROCEDURE**

Decisions of the WPAC shall ordinarily be reached by consensus. In the event that a vote is required to resolve a question, the voting procedure shall follow Roberts' Rules of Parliamentary Order.

## **REPORT TO TOWN COUNCIL**

The WPAC is expected to provide an annual update to Council on yearly activities. The Chair of the WPAC, or a designate, may report to Council on the activities of WPAC as necessary, or as requested by Council, together with such other presentations as the WPAC may deem advisable.

## **AMENDMENTS**

The WPAC may from time to time recommends that Council amend these Terms of Reference following an appropriately worded resolution backed by consensus of the committee or a majority vote in favour.

**TOWN OF SACKVILLE – TERMS OF REFERENCE**

**SUBJECT:** Climate Change Advisory Committee

**PAGE NO:** PAGE 1 OF 4

**ISSUE DATE:** August 3, 2021

**APPROVAL DATE:** October 12, 2021

**BACKGROUND**

The Mayor’s Roundtable on Climate Change was established by the Mayor of Sackville, New Brunswick in September 2019, in response to student Climate Change strikes, the Town’s April 2019 declaration of a climate crisis (Motion #19-048), and increasing concerns of many Sackville residents. The Roundtable is an invited group of town residents, university members, professional experts, environmental groups, and other community stakeholders assembled by the Mayor as a pilot effort, with an interest in assisting the Town to immediately improve its efforts to mitigate and adapt to climate change, and to design longer term structures to sustain those efforts.

The Roundtable initially operated as an *ad hoc* committee. There have been recent discussions on how to bring the Roundtable into the Town’s Corporate structure and address requests from the Roundtable for a revised structure to increase its effectiveness, efficiency, engagement, and continuity. The intent of this document is to formalize the structure of the Roundtable within the Town of Sackville by creating a Climate Change Advisory Committee (the “Committee”), and to provide clarification and guidance on its responsibilities and operational procedures.

**MANDATE**

- To engage community expertise and interest in support of Sackville Town Council’s efforts with local-level climate change adaptations, and to advance ways to mitigate the Town’s corporate and community greenhouse gas emissions.
- Provide expertise (not found with staff) and advise Town Council and Staff on matters relating to climate change.
- Provide recommendations to Council on climate change initiatives as part of the Town’s annual priority planning and budget process.

**STRUCTURE**

Sackville’s Climate Change response structure is based on two levels of organization:

- The larger Mayor’s Roundtable on Climate Change continues as an informal volunteer group that brings together the expertise and perspectives of environmental experts, stakeholders, Mount Allison representatives and community sector representatives, and supports the Committee.

- The smaller Climate Change Advisory Committee is established as a Committee of Council of the Town of Sackville, serving as a steering group focused on administration and organization of the Roundtable and its activities, and linking the Roundtable with Sackville Town Council and key community sectors.

## **RESPONSIBILITIES**

The Committee is responsible for the following:

- The Committee will share expertise and perspectives of the Roundtable and offer collective advice related to Climate Change to Council.
- The Committee and Roundtable will support the review and implementation of Sackville's *Corporate Climate Change Adaptation Plan* and other supporting plans, providing input on the status of strategic directions and actions and, where appropriate, providing advice on how to address any gaps between the actions and intended outcomes.
- Input from the Committee and Roundtable will enable a climate change adaptation and mitigation planning process that is open, transparent, and meaningful to the community.
- The Committee will identify and recommend special actions, studies and/or research on climate change initiatives and collaborate with local groups where partnership opportunities exist.
- The Committee and Roundtable will assist Council by undertaking various projects and reviews as requested by, or proposed to, Council. This may include identifying funding/grant options, evaluating materials/resources, and hosting community events. Administration will be provided by Town staff with support from committee members.
- The Committee will provide a minimum of two (2) updates to Council per calendar year.
- The Committee and Roundtable will actively assist Council by fostering and promoting:
  1. Environmental and climate change awareness;
  2. Partnerships within the community;
  3. Community engagement; and,
  4. Specific actions as required by the Town within the community to respond to the effects of climate change and minimize further greenhouse gas emissions.

## **COMMITTEE MEMBERSHIP**

The Committee shall consist of no more than twelve (12) and no fewer than seven (7) members. Membership shall include representatives from:

- Sackville Town Council (liaison councillor)

In addition, up to ten (10) members may be appointed to represent the community at large, and interested community-based organizations, such as:

- Local conservation and environmental groups
- Community stakeholders
- Business community
- A minimum of one (1) student

The Chief Administrative Officer (CAO) of the Town of Sackville shall delegate appropriate staff resources to the Committee as non-voting members of the committee.

## **SUBCOMMITTEES**

The Committee and Roundtable may establish informal subcommittees from time to time to deal with specific issues, actions, or initiatives. Subcommittee structure and purpose will be clear and requirements in place for a subcommittee to report back to the Committee.

## **MAYOR'S ROUNDTABLE ON CLIMATE CHANGE**

The Committee will meet with the larger Roundtable group of experts and stakeholders as required, to make effective use of Roundtable members' expertise and perspectives and engage the Roundtable in community climate change actions.

## **OFFICERS**

The Committee shall, by resolution of simple majority of all Members, appoint Members as Chair and Vice-Chair for a renewable term not exceeding two (2) years. The Vice-Chair shall assume the roles and responsibilities of the Chair should the latter be absent or otherwise temporarily unable to act.

## **QUORUM**

A quorum shall consist of the majority of current members on the Committee. Meetings may be held without a quorum present; however, a quorum is required for decision-making purposes (e.g., In instances where a formal recommendation is made to Council). The Committee shall follow Robert's Rules of Order.

## **MEETINGS**

The Committee will meet at least four (4) times per year, or as determined from time-to-time by the Chair or a majority of members of the Committee.

## **COMMITTEE SUPPORT**

The CAO or her/his designate will delegate appropriate staff resources to the Committee and Roundtable to provide the technical and administrative support to the Chair, Committee and Roundtable members that is necessary in preparation and follow-up for all meetings, including the recording of meeting minutes.

## **APPOINTMENTS**

Sackville Town Council is responsible for confirming all appointments to the Committee with the exception of liaison councillor, who will be appointed by the Mayor. The Committee may recommend members to Council for appointment from the larger Roundtable or outside the Roundtable.

Committee appointments shall be for a maximum of a three (3) year term and shall be timed in such a manner as to maintain continuity, ensuring that the turnover of new members shall be less than half of the total membership in any given year. Members may be reappointed for no more than three (3) consecutive terms. Appointments shall be staggered at beginning of Committee formation.

## **RESIGNATIONS**

Any resignation from the Committee shall be tendered in writing to the Chair, who will advise Council through the CAO. When approved by Council, replacement appointees shall serve the remainder of the term of the member whom they are replacing.

## **ABSENTEEISM**

Should any member miss three (3) consecutive meetings without the consent of the Committee, that member shall be deemed to have resigned.

## **PROCEDURE**

Decisions of the Committee shall ordinarily be reached by consensus. In the event that a vote is required to resolve a question, the voting procedure shall follow Robert's Rules of Order.

## **REPORT TO TOWN COUNCIL**

The Committee is expected to provide an update to Sackville Town Council on its activities a minimum of two (2) times per calendar year. The Chair of the Committee, or a designate, will report to Council on the activities of Committee as necessary, or as requested by Council, together with such other presentations as the Committee may deem advisable.

## **AMENDMENTS**

The Committee's Terms of Reference should be reviewed on a regular basis. The Committee may from time-to-time recommend that Council amend these Terms of Reference, following an appropriately worded resolution backed by consensus of the committee or a majority vote in favour. Council would then pass a motion to accept revised terms of reference.