

Town of Portugal Cove–St. Philip’s
Advisory Committee Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip’s the Town Council has adopted this policy on the 11th of March, 2026 via motion 2026-057

1.0 TITLE

1.1 This policy shall be known as the **Advisory Committee Policy**.

2.0 DEFINITIONS

For the purposes of this policy:

- 2.1 **“Council”** means the Town Council of Portugal Cove–St. Philip’s.
 - 2.2 **“Town”** means the Town of Portugal Cove–St. Philip’s.
 - 2.3 **“Resident”** means a resident of Portugal Cove–St. Philip’s.
 - 2.4 **“Non-Resident”** means a person who is not a resident of Portugal Cove–St. Philip’s.
 - 2.5 **“Advisory Committee”** means any active advisory committee established and appointed by Council.
 - 2.6 **“Time-Limited Advisory Committee”** means a committee established by Council for a specific project, initiative, or defined scope of work, operating for a clearly identified duration or until completion of the assigned mandate.
 - 2.7 **“Member”** means a persons appointed to an Advisory Committee of the Town, to become a volunteer municipal official.
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3.0 PURPOSE

- 3.1 The Town Council of Portugal Cove–St. Philip’s is guided by a Strategic Plan with specific goals and objectives. The purpose of Advisory Committees is to support Council in advancing its strategic priorities.
- 3.2 Advisory Committees are volunteer bodies made up of individuals who wish to support a cause and provide advice and recommendations to Council. All Advisory Committees shall operate in a manner that supports Council’s strategic priorities and in accordance with this policy and their approved Terms of Reference.

- 3.3** Advisory Committees serve in an advisory capacity only and do not have decision-making authority. All final decisions remain the responsibility of Town Council and Town staff.
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4.0 APPLICATION

4.1 This policy applies to:

- Members of Council
 - Town Staff
 - All Advisory Committee Members
 - Individuals seeking appointment to an Advisory Committee
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5.0 ESTABLISHMENT OF ADVISORY COMMITTEES

- 5.1 Council may establish an Advisory Committee on any subject matter it deems necessary to obtain further knowledge, guidance, or community input.
- 5.2 Each Advisory Committee shall operate under this policy and shall adopt its own Terms of Reference (TOR) within its first two (2) meetings. Terms of Reference (TOR) for all advisory committees will be adopted by council. The Terms of Reference shall be reviewed every four (4) years.
- 5.3 Advisory Committees shall remain in effect for six (6) months following a municipal election. Within the first two (2) months after an election, Council shall conduct a review of each Committee's Terms of Reference and overall function. Only under extenuating circumstances shall Council terminate a Committee prior to that time.
- 5.4 Council may appoint or reinstate past Advisory Committee members within six (6) months following a municipal election.
- 5.5 Council may establish a time-limited Advisory Committee for the purpose of advancing a specific project, initiative, or defined scope of work. Such Committees shall operate for a clearly identified duration or until the completion of the assigned mandate, as determined by Council.
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6.0 COMPOSITION AND APPOINTMENT

- 6.1 Advisory Committee members shall be appointed by motion of Council for a term of four (4) years.
- 6.2 A maximum of nine (9) appointed members shall serve on an Advisory Committee unless otherwise approved by Council, including council and staff.
- 6.3 A member may not serve on more than one (1) Advisory Committee at the same time.

- 6.4 An appointed member may request special leave for up to six (6) months. Following a six-month absence, the member shall be removed from the committee but may seek reappointment in the future.
 - 6.5 Advisory Committee members serve in a voluntary capacity, when appointed, and will be subject to a twelve (12) month probationary period.
 - 6.6 For time-limited Advisory Committees established for a specific project, initiative, or defined scope of work, Council shall appoint members for the duration of the approved mandate. Council may determine a modified or shorter probationary period for volunteer members, where appropriate.
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7.0 APPLICATION PROCESS

- 7.1 Residents wishing to volunteer for an Advisory Committee shall submit a written application outlining:
 - Why they wish to join the committee
 - Relevant experience or lived knowledge related to the committee's focus
 - Reference information for Council and staff follow up

Applicants should demonstrate familiarity with the subject area through professional experience, volunteer work, or lived experience. Applications shall be forwarded to the appropriate Committee of Council for review. Appointment requires a motion of Council.

- 7.2 Non-Residents wishing to volunteer shall also submit a written application outlining their interest and experience. Non-Residents must demonstrate education or professional experience relevant to the committee's focus area. Appointment requires a motion of Council.
 - 7.3 When a vacancy occurs, the Town shall issue a public Notice of Vacancy to seek applications.
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8.0 GOVERNANCE AND LIAISONS

- 8.1 Each Advisory Committee shall report to a Standing Committee of Council as designated by Council. All information for Council shall flow through that Standing Committee.
- 8.2 Council shall appoint to each Advisory Committee:
 - Both are expected to attend regularly scheduled meetings
 - One (1) Council Liaison
 - One (1) Staff Liaison

- 8.3 The Staff Liaison shall be responsible for:
- Scheduling meetings
 - Preparing agendas and minutes
 - Supporting the committee in advancing Council's strategic priorities
 - Liaise with the Chairpersons
 - Legislative requirements and compliance
 - Submitting TOR for approval
- 8.4 Agendas and supporting materials shall be prepared at least one (1) week prior to meetings. Agenda items must be submitted to the Chair, Council Liaison, and Staff Liaison.
- 8.5 Time - limited Advisory Committees may follow alternative agenda procedures as outlined and approved in Terms of Reference (TOR).
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9.0 CHAIRPERSON

- 9.1 Council shall appoint a Chairperson who shall act as the primary contact with the Staff Liaison and Council Liaison.
- 9.2 The Chairperson shall be appointed for a term of two (2) years and may be reappointed for one additional two-year term at Council's discretion, provided the Chairperson has completed:
- Respectful Workplace & Harassment Prevention training
 - Code of Conduct Policy training
- 9.3 A deputy chairperson will be appointed to fill in as needed when the chair is unavailable.
- 9.4 Other committee members may be assigned specific roles or duties as required.
- 9.5 A Chairperson is responsible for:
- Provide notice to committee members of all scheduled meetings and other Town-sanctioned activities.
 - Preside over meetings and ensure they are conducted in accordance with established rules of procedure.
 - Work in collaboration with the Staff Liaison to prepare and finalize meeting agendas at least one week in advance.
 - Demonstrate leadership and active participation as a key member of the advisory committee.

- Promote and support the safety and well-being of committee members during meetings, events, programs, and all other Town-sanctioned activities.
- Ensure that potential conflicts of interest are identified and avoided in accordance with applicable policies and code of conduct legislation.
- Prepare and submit annual reports and recommendations to Council on behalf of the committee.
 - Report should include committee activities, achievements, challenges and how the committee supported the Town's Strategic Plan over the calendar year. It shall also include priorities and proposed plans for the upcoming year.
- Foster a positive, respectful, and well-rounded committee culture that supports collaboration and effective decision-making.

A Chair person will not:

- Speak on behalf of the Town and Council

9.6 Time – Limited Advisory Committees shall appoint a chairperson, approved by council for the duration of the committee's specific project, initiative, or defined scope of work,

10.0 MEETINGS

10.1 Advisory Committees shall meet every two months, with no meetings held in July or August, unless otherwise directed by the Town.

10.2 Additional meetings may be called at the request of the Town.

10.3 Attendance Policy is as follow:

- Attendees who miss two (2) meetings in a row without notification will be considered resigned and issued a letter from the Town.
- Committee Chairperson will follow up with members after one (1) missed meeting without notification.

10.4 Time-limited Advisory Committees may operate under modified meeting schedules, reporting structures, or procedural requirements as outlined in their approved Terms of Reference. While these Committees remain subject to the overarching principles of this Policy, Council may approve adjustments to meeting frequency or reporting timelines to reflect the focused and temporary nature of the project

11.0 CONDUCT AND TRAINING

11.1 Committee members shall:

- Support Council's strategic priorities
- Serve the public interest
- Comply with Federal, Provincial, and Municipal laws and policies
- Act transparently and respectfully

11.2 All Committee members must complete Respectful Workplace & Harassment Prevention training and Code of Conduct Policy training prior to attending their first meeting. Members must also sign a declaration of ethical conduct.

11.3 Members shall treat fellow members, residents, staff, and liaisons in a professional and respectful manner in all verbal and written communications and interactions. Disrespectful, defamatory, abusive, or otherwise inappropriate behaviour will not be tolerated.

11.4 Failure to uphold the standards outlined in this section may result in corrective action by Council, up to and including immediate termination from the Committee.

11.5 Any formal complaint regarding the conduct of a Committee or a Committee member must be submitted in writing to the Chief Administrative Officer (CAO), or to the CAO and Mayor, for review.

12.0 CONFLICT OF INTEREST

12.1 A conflict of interest exists where personal, professional, or financial interests may influence or appear to influence a member's judgment.

12.2 Conflicts may be real, potential, or perceived and include situations where a member or close associate may benefit financially or personally from a matter under discussion.

12.3 Members must:

- Disclose any conflict of interest to the Chief Administrative Officer
- Abstain from discussion
- Remove themselves from the meeting for that agenda item
- Not accept gifts, favours, or services

13.0 CONFIDENTIALITY

- 13.1 All Advisory Committee members shall comply with the Access to Information and Protection of Privacy Act (ATIPPA). Any information obtained through committee work that is confidential, personal, or otherwise protected under ATIPPA shall not be disclosed outside of committee meetings or used for any purpose other than the fulfillment of committee duties.
 - 13.2 All reports shall refrain from using personal information.
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14.0 WITHDRAWAL AND TERMINATION

- 14.1 Members wishing to withdraw must provide written notice to the Staff Liaison.
 - 14.2 Council reserves the right to terminate a member's appointment for conduct contrary to this policy.
 - 14.3 Upon the resignation of a member, the Town may conduct an exit interview to gather feedback and support continuous improvement.
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15.0 REPEAL OF PREVIOUS REGULATIONS AND AMENDMENTS

- 15.1 This policy shall repeal the Advisory Committee Policy enacted on January 17th, 2017, motion 2017-018 and amended on April 3, 2018 Motion #: 2018-109