

<b>Kinsmen Building Advisory Panel</b>			
<b>Subject:</b>	<b>Terms of Reference</b>	<b>Issued by:</b>	Council
<b>Applies to:</b>	<b>Kinsmen Building Advisory Panel</b>		
<b>Amending By-law No.:</b>	2022-086	<b>Effective Date:</b>	July 12, 2022
<b>Amending By-law No.:</b>	2022-043	<b>Effective Date:</b>	April 19, 2022
<b>Establishing By-law No.:</b>	2022-013	<b>Effective Date:</b>	February 15, 2022

**1. Background/Mandate:**

While it is the legislative mandate of a Municipal Council to make the final decision on all matters that affect the Municipality, the role of an Advisory Panel is to provide recommendations, advice and information to Town Council on specialized matters. These matters assist in enhancing the quality of life of the community, in keeping with the Municipal Council's goals and objectives. Advisory Panel members shall conduct themselves in keeping with the Town's policies, procedures, directives and Procedure By-law.

**2. Authority:**

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

**3. Scope**

3.1. The Kinsmen Building Advisory Panel reports to the Town Council and provides input, advice and makes recommendations with respect to the future of the former Kinsmen Building located at 400 Stone Street North.

**4. Reports To:**

4.1. The Kinsmen Building Advisory Panel reports to the Council.

**5. Composition:**

**5.1. Membership:**

**5.1.1. Qualifications:**

- 5.1.1.1. Demonstrated knowledge and understanding of issues that surround the future of the Kinsmen Building;
- 5.1.1.2. Proven analytical and decision-making skills;
- 5.1.1.3. Experience working on an advisory panel, committee, task force or similar setting;
- 5.1.1.4. Availability and willingness to attend bi-weekly meetings, and;
- 5.1.1.5. Excellent oral and written communication skills.

- 5.1.2. **Voting Members:**
- 5.1.2.1. The Advisory Panel shall consist of a maximum of eleven (11) members:
- Member(s) Council – three (3)
  - Citizen Member(s) – minimum four (4) / maximum eight (8)
- 5.1.3. **Non-Voting Members:**
- 5.1.3.1. From time-to-time, the Advisory Panel may call upon outside experts (i.e. members of the Library Board, YMCA, Service Clubs etc.) for consulting purposes.
- 5.1.4. **Chair:**
- 5.1.4.1. The Chair of the Advisory Panel will be a Council Member appointed to the Advisory Panel.
- 5.1.5. **Advisory Panel Selection Process:**
- 5.1.5.1. The Advisory Panel selection process will be conducted in accordance with the Town's Procedural By-law.
- 5.1.5.2. The appointment process shall be done by Council through an application screening.
- 5.1.5.3. Applications are considered confidential, in conformity with the *Municipal Freedom of Information and Protection Privacy Act* (MFFIPA), until such time as Council appoints the Advisory Panel member(s). Only the successful member(s) will be announced publicly.
- 5.1.6. **Absence:**
- 5.1.6.1. Any citizen who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.
- 5.1.7. **Resignation of Citizen Member(s):**
- Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.
- 5.1.8. **Filling Vacancies:**
- Vacancies shall be filled per the Procedure By-law.
- 5.1.9. **Term:**
- 5.1.9.1. The Term of office for Advisory Panel members shall end on November 14, 2022, unless extended by Council by motion.
- 5.1.9.2. The Advisory Panel is a standing Committee / Advisory Panel of the Council.
- 5.1.9.3. Meetings of any Committee of the Council or Advisory Panel shall be open to the public, except for internal working group(s) or as provided in the Act.

**6. Support Resources:**

- 6.1. Technical Advisor: The Chief Administrative Officer (or designate) shall be the Technical Advisor.
- 6.2. Recording Secretary: Marina / Recreation Coordinator (or designate)
- 6.3. Attendance by the Technical Advisor and Recording Secretary shall be mandatory for all meetings.

**7. Procedures:**

- 7.1. The Advisory Panel shall establish a bi-weekly meeting schedule and publish to the Town's website.
- 7.2. All sitting / appointed members are eligible to vote, including the Chair. Provide the approved minutes, signed by the Chair and Recording Secretary to the Clerk for the official records. With respect to the last meeting, the minutes shall be approved as per the Procedural By-law. The Terms of Reference constitutes the Administrative Practices and Procedures of the Panel.

**8. Quorum:**

- 8.1. Reference Procedure By-law.
- 8.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Recording Secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

**9. Conflict of Interest:**

- 9.1. The principles of the Council Code of Conduct Policy, apply to this Advisory Panel. Failure to adhere to this requirement will result in the individual being removed from the Advisory Panel.

**10. Remuneration:**

- 10.1. There is no annual stipend for members of the Advisory Panel.