

- 1.0** This Policy is entitled “Citizen Advisory Committees Policy” and applies to Advisory Committees which include members who are not Town Council members.
- 2.0** Any power conferred by this Policy upon an employee of the Town of Yarmouth to authorize expenditures shall be exercised in a manner consistent with the Bylaws and Policies of the Town of Yarmouth.
- 3.0** Any power conferred by this Policy upon Council shall be exercised by resolution.
- 4.0** The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee;
 - a. Except to the extent that Committee membership is otherwise determined by Bylaw, Committee appointments shall be made within six months following each municipal general election and after seeking the advice of the Committee of the Whole. Committee membership shall be reviewed annually by Council within six months of the anniversary of the aforesaid municipal election. Committee appointees shall serve for a term of two years and may be reappointed at the pleasure of Town Council. Committee appointments shall serve for no more than three terms, but subject to the discretion of Council. Further, no more than 50% of any Committee shall be replaced within the same year. The Mayor shall be an ex officio member of any Committee to which the Mayor is not appointed, with a voice but no vote. The Chief Administrative Officer shall be an ex officio member of all committees of Council, with a voice, but no vote. All charges that are liens on any appointee's property and taxes due to the Town of Yarmouth by any appointee must be fully paid prior to any Committee appointment being made.
 - b. Except to the extent that the Chair is otherwise determined by Bylaw or Policy of Council, Council may appoint a person to serve as Chair of the Committee, after seeking the advice of the Nominating Committee, but if Council does not appoint a Chair, the Committee shall elect a Chair from one of its members. The Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this Policy, the Chair shall have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town’s Bylaws or Policies, with any necessary modifications for context.
 - c. Except to the extent that the Secretary is otherwise determined by Bylaw or Policy of Council, the Chief Administrative Officer or his/her designate may appoint an employee

of the Town to serve as Secretary, with a voice but no vote. If the Chief Administrative Officer or his/her designate does not appoint an employee to serve as Secretary, the Committee shall elect a Secretary from one of its members, in which event the Secretary shall be a full voting member of the Committee. The Secretary shall keep minutes of the Committee meetings.

- d. The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as Council, the Committee's Secretary, the Committee's Chair or a quorum of Committee members may be set by providing notice of meeting to all Committee members at least 3 days in advance. The date, time and location of Committee meetings shall be posted by the Secretary by providing a copy to the Committee members and the press.
- e. Subject to any resolution of Council, the resources which may be utilized by the Committee include:
 - i. advice and support of the Chief Administrative Officer or his or her designate;
 - ii. use of the Town's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Chief Administrative Officer;
 - iii. use of external services reasonable necessary to discharge the Committee's mandate, through the Chief Administrative Officer;
 - iv. such other resources as may reasonably be required, through the Chief Administrative Officer.
- f. All meetings, minutes, and records of the Committee shall be open to the public except as expressly authorized by law.
- g. Subject to the other provisions of this Policy, a quorum of the Committee shall be the same as that which applies to Council pursuant to provincial legislation, with any necessary changes for context.
- h. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Town of Yarmouth's Bylaws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
- i. Committee members may prepare and submit a minority report or recommendation to Council if they do not concur in a report or recommendation of the majority.
- j. In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee report or recommendation.
- k. Citizen Advisory Committees do not have the power to expend funds.
- l. The Committee shall not utilize external services or otherwise commit the Town of Yarmouth to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by the Committee.
- m. After the meeting is called to order, there shall be a land acknowledgement that reads, "I would like to acknowledge that we are on the unceded lands of the Mi'Kmaq" read aloud by the Chair.

- n. Council may, at their discretion, appoint a citizen to a committee if their ordinary residence is outside the Town of Yarmouth.
- o. Draft agendas shall be issued one (1) week prior to the meeting date and the final agenda shall be re-issued two (2) days before.
 - i. Agendas shall include all motions for consideration with applicable attachments.
 - ii. Advisory committee request and consider a staff report as part of the process of every recommendation to Council.

5.0 Provisions Regarding the Heritage Advisory Committee

Council hereby confirms the establishment of the Heritage Advisory Committee as a standing committee.

5.1 The mandate of the Heritage Advisory Committee is to advise Town Council on matters respecting:

- a. the inclusion of buildings, streetscapes and areas in the municipal registry of heritage property;
- b. an application for permission to substantially alter or demolish a municipal heritage property;
- c. the preparation, amendment, revision or repeal of a conservation plan and conservation bylaw;
- d. the administration of heritage conservation districts pursuant to the provisions of the Heritage Property Act;
- e. an application for a certificate that is required by the Heritage Property Act or the conservation plan and conservation bylaw to go to a public hearing;
- f. building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
- g. any other matters conducive to the effective carrying out of the intent and purpose of the Heritage Property Act.

5.2 The Heritage Advisory Committee shall be composed of three to five citizens and three Council members appointed by Council. The Heritage Officer shall be a member of the Committee, with a voice but no vote.

5.3 The Heritage Advisory Committee may meet jointly with the Heritage Advisory Committee of the Municipality of the District of Yarmouth.

6.0 Provisions Regarding the Planning Advisory Committee

Council hereby confirms the establishment of the Planning Advisory Committee as a standing committee.

- 6.1** The mandate of the Planning Advisory Committee is to act as an advisory committee to the Council of the Town of Yarmouth respecting the preparation or amendment of planning documents and respecting planning matters generally.
- 6.2** To take action on such matters as are lawfully delegated to it by statute or by Council.
- 6.3** The Planning Advisory Committee shall be composed of three to ten citizens and up to four Council members appointed by Council. Council shall appoint the chairperson of the Planning Advisory Committee from among its Council appointees. The Town Planner and Town Solicitor shall be members of the Committee, with a voice but no vote.
- 6.4** A quorum shall consist of:
- a. at least 50% of the voting members
 - b. a minimum of 50% of the citizen members and at least 2 appointed Councillors.

6.5 The committee shall use the matrix for recruitment of new members attached in Appendix A.

7.0 Provisions Regarding the Communities in Bloom Advisory Committee

Council hereby confirms the establishment of the Communities in Bloom Advisory Committee as an ad-hoc committee.

- 7.1** The mandate of the Communities in Bloom Advisory Committee is to act as an advisory committee to the Council of the Town of Yarmouth respecting:
- a. preparation or amendment of documents for submission to “Communities in Bloom”;
 - b. public relations respecting the Communities in Bloom Program;
 - c. projects within an evaluation criteria.

7.2 To take action on such matters as are lawfully delegated to it by Council.

7.3 The Communities in Bloom Advisory Committee shall be composed of three to ten citizens and two Council members appointed by Council. Council shall appoint the chairperson of the Communities in Bloom Advisory Committee from among its Council appointees. The Parks Supervisor shall be a member of the Committee, with a voice but no vote.

7.4 The committee shall use the matrix for the recruitment of new members attached in Appendix B.

8.0 Provisions Regarding the Yarmouth Compost Facility Community Liaison Advisory Committee

Council hereby confirms the establishment of the Yarmouth Compost Facility Community Liaison Advisory Committee as a standing committee.

- 8.1** The Yarmouth Compost Facility Community Liaison Advisory Committee is to act as an advisory committee to the Council and is established by Order of the Minister of Environment with the following goals:

- a. to facilitate ongoing dialogue between the Town of Yarmouth and the residents of the area on the operations of the SOCF, which impact or are perceived to impact on the environment and the quality of life of the residents in the area;
- b. to provide a means for the Town of Yarmouth to provide information to, consult with, and obtain advice from a body representative of the community; and
- c. to provide a means whereby the appointed representatives of the community can bring any issues which are of public concern, related to the compost facility, to the attention of the Town of Yarmouth.

8.2 As an advisory committee, the Yarmouth Compost Facility Community Liaison Advisory Committee has the authority to provide recommendations to the Town of Yarmouth.

8.3 Membership to the Committee shall consist of four members. Two shall be Councillors appointed by the Town of Yarmouth, one shall be the municipal Councillor for district #3 of the Municipality of the District of Yarmouth and one shall be a rate payer, named by the Council of the Municipality of the District of Yarmouth who resides in the community, near the compost facility.

8.4 The Compost Facility Manager, Director of Operations for the Town of Yarmouth, and the District Manager, Department of Environment, shall be ex-officio members of the Committee with a voice and no vote.

8.5 The chairperson shall be one of the representatives of the Town of Yarmouth, and shall be named by the Town of Yarmouth, at the time of appointment.

9.0 Provisions Regarding the Joint Leisure Services Advisory Committee (Yarmouth Recreation)

Council hereby confirms the establishment of the Joint Leisure Services Advisory Committee as a standing committee.

9.1 The mandate of the Joint Leisure Services Advisory Committee is to identify, develop, implement, provide, expand or otherwise ensure that recreational programs, activities, and events are available to residents from the Town and the Municipality of the District of Yarmouth, on an equal basis.

9.2 The terms of reference for this Committee are contained within the Joint Agreement between the Town of Yarmouth and Municipality of Yarmouth of 1996.

9.3 The Joint Leisure Services Advisory Committee shall be composed of:

- a. three (3) elected Councillors appointed by the Town;
- b. three (3) elected Councillors appointed by the Municipality;
- c. three (3) volunteers appointed by the Town;
- d. three (3) volunteers appointed by the Municipality;
- e. The Director of Leisure Services, who shall be ex-officio and have a voice, but no vote.

10.0 Provisions Regarding the Public Transit Advisory Committee

Council hereby establishes the Public Transit Advisory Committee.

10.1 The mandate of the Committee is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to public transit, such as:

- a. ridership;
- b. mix of vehicles;
- c. the relationship between Town projects and public transit;
- d. reviewing initiatives of other levels of government, surrounding municipalities, and other local authorities or organizations that could affect public transit;
- e. repair, maintenance, and accessibility issues;
- f. servicing issues; and
- g. public transit policies.

10.2 The Committee will be comprised of 9 elected and/or volunteer members appointed by Council in accordance with Council's Citizen Appointment Process Policy.

10.3 The Manager of Public Works or his designate may attend any meeting of the Committee and speak on any matter under consideration.

10.4 The Committee will elect a chair and vice-chair from its members. The chair and vice-chair may serve for up to two (2) consecutive two-year terms.

10.5 The chair will preside at meetings, present the Committee's reports to Council, and perform the duties required of the chair by Council policies, but if the chair is unable to perform the chair's duties, the vice-chair will perform them.

10.6 The Committee will establish an annual meeting schedule and provide it to the CAO.

10.7 Meetings will take place in accordance with the Committee's meeting schedule, and otherwise at the call of the chair.

11.0 Provisions Regarding the Sister Cities Advisory Committee

Council hereby establishes the Sister Cities Advisory Committee.

11.1 The mandate of the Committee is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to Sister Cities Agreement(s), such as:

- a. Encourage and support economic stimulation and to facilitate the exchange of information and cultural experiences between the Town of Yarmouth and its Sister Cities.
- b. Recommend the number of events and official visits to facilitate the exchange of information and cultural experiences between the Town of Yarmouth and its Sister Cities, subject to budgetary limits established annually by Council.

- c. Coordinate planning of all aspects required in receiving visiting delegations from its Sister Cities.
- 11.2** The Committee will be comprised of 7 elected and/or volunteer members appointed by Council in accordance with Council’s Citizen Appointment Process Policy.
- 11.3** The Chief Administrative Officer or his designate may attend any meeting of the Committee and speak on any matter under consideration.
- 11.4** The Committee will elect a chair and vice-chair from its members. The chair and vice-chair may serve for up to two (2) consecutive two-year terms.
- 11.5** The chair will preside at meetings, present the Committee’s reports to Council, and perform the duties required of the chair by Council policies, but if the chair is unable to perform the chair’s duties, the vice-chair will perform them.
- 11.6** The Committee will establish an annual meeting schedule and provide it to the CAO.
- 11.7** Meetings will take place in accordance with the Committee’s meeting schedule, and otherwise at the call of the chair.
- 12.0 Provisions Regarding the Waterfront Advisory Committee**

Council hereby establishes the Waterfront Advisory Committee.
- 12.1** The mandate of the committee is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to the waterfront such as:
 - a. Advising on infrastructure projects for the waterfront and Water Street
 - b. Advising on services and programs to enhance the connections between our waterfront and our residents and visitors.
 - c. Implementation of Waterfront Action Plan
 - d. ATV’s on Water Street
 - e. Ferry Terminal re-investment
 - f. Port of Yarmouth governance changes
 - g. Planning amendments and rezoning on Water Street
- 12.2** To take action on such matters as are lawfully delegated to it by Council.
- 12.3** The committee will be comprised of 9 members:
 - a. Two (2) elected Councillors from the Town; and
 - b. Six (6) citizen members.
 - c. Up to one, non-voting youth member (13-25 years of age)
- 12.4** Council will select a chair from among the appointed council members. The chair may serve for up to two (2) consecutive two-year terms.

12.5 Meetings will take place in accordance with the Committee’s meeting schedule, and otherwise at the call of the chair.

12.6 Definition of the Waterfront Area

For the purposes of the Waterfront Advisory Committee, the ‘Waterfront Area’ is the entire waterfront within the Town of Yarmouth, including both sides of Water Street.

12.7 Qualifications and Experience

The Committee will be seeking members with experience in the following areas:

- a. Environmental stewardship
- b. Waterfront enhancement
- c. Creating people gathering places
- d. Event organization/management experience
- e. Connection to marine/fishing industry

12.8 Committee Staff Support

- CAO, Finance Director, Town Engineer, Planner, Economic Development, Traffic Authority

12.9 Stakeholder list for engagement

- Water Street Property Owners
- Department of Fisheries and Oceans
- Coastguard
- Canada Border Services Agency (CBSA)
- Industrial Commission/Port of Yarmouth
- Acadian First Nations (AFN)
- Yarmouth and Acadian Shores Tourism (YASTA)
- Ignite
- Western Regional Enterprise Network
- Yarmouth & Area Chamber of Commerce
- Fishing/Marine Businesses
- RCMP
- Bay Ferries Limited

13.0 Provisions Regarding the Equity, Diversity, and Inclusion Committee

Council hereby establishes the Equity, Diversity, and Inclusion Committee.

13.1 The mandate of the committee is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to equity, diversity, and inclusion such as:

- a. Create an Equity, Diversity, and Inclusion (EDI) Plan that includes:

- i. Measures to take that identify and address' issues and concerns faced by persons from diverse and/or equity seeking groups.
 - ii. Procedures to assess any proposed policy, programs, practices, services, or bylaws for their impact on inclusivity.
 - b. Review and amend the EDI Plan at least every three (3) years.
 - c. Consult with the community on equity, diversity, and inclusion in the Town and advise on the impact of Town policies, programs, and services on diverse groups.
 - d. Review and monitor existing and proposed Town bylaws and policies to promote full participation of diverse groups.
 - e. Twice per year, review a status report on the implementation of the EDI Plan.
 - f. Advise and make recommendations about strategies designed to achieve the objectives of the EDI Plan.
 - g. Receive and review information from Council and its committees, and make recommendations, as requested.
 - h. Assist in monitoring compliance with federal and provincial government directives and regulations.
- 13.2** The committee will be comprised of nine (9) voting members.
 - a. Two (2) elected Councillors of the Town (2-year term)
 - b. Four (4) citizen members (2-year term); and
 - c. Three (3) citizen members (3-year term).
- 13.3** The Chair and Vice Chair will be appointed annually among the members of the committee.
- 13.4** At least five (5) members of the committee must be persons who identify from a diverse and/or equity seeking group or are a professional who works supporting persons from diverse and/or equity seeking groups.
- 13.5** The committee shall meet no less than four (4) times per year.

Clerk's Annotation for Official Policy Book

Date of Adoption: May 15th, 2008

Date of Approval of Amended Policy: January 8th, 2009

Date of Approval of Amended Policy: January 14th, 2010

Date of Approval of Amended Policy: December 13th, 2012

Date of Approval of Amended Policy: August 14th, 2014

Date of Approval of Amended Policy: December 8th, 2016

Date of Approval of Amended Policy: February 13th, 2020 (Section 10)

Date of Approval of Amended Policy: March 12th, 2020 (Section 11)

Date of Approval of Amended Policy: August 19th, 2021 (Section 4.0 (m))

Date of Approval of Amended Policy: September 9th, 2021 (Appendix A & B)

Date of Approval of Amended Policy: November 18th, 2021 (Section 12 – Waterfront Development)

Date of Approval of Amended Policy: June 9th, 2022 (7 to 9 Public Transit members)

Date of Approval of Amended Policy: February 9th, 2022 (12.3c, 12.6-12.9)

Date of Approval of Amended Policy: May 11, 2023 (addition of 4.0 (n), remove 7.4)

Date of Approval of Amended Policy: February 8, 2024 (Section 13)

Date of Approval of Amended Policy: July 10th, 2025 (Section 4.0 (o))

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

Town Clerk:

Date: