

Town of Yarmouth
COUNCIL COMMITTEE MEETINGS
AGENDA POLICY

Effective: May 16th, 2013 – Amended: December 11th, 2025
TOY 1



1.0 Purpose

The purpose of this policy is to establish clear and consistent standards for the setting of business to be addressed by Town Council in Council and Committee of the Whole meetings.

2.0 Council Agenda

Items appearing on the Council agenda, will only consist of items that have been:

- a. Recommended to Council, by motion, through either Committee of the Whole, or a Citizen Advisory Committee, as identified in the Citizen Advisory Committee Bylaw;
- b. Placed on the agenda by Council through a motion, or notice of motion, at a previous meeting;
- c. Submitted by a member of Council prior to the issuing of the Final agenda;

2.1 Preliminary Council agendas will be issued by 5:15pm on the Friday preceding the regularly scheduled meeting.

2.2 Final Council agendas will be issued by 5:15pm on the Tuesday immediately preceding the meeting.

2.3 Items included on the Council agenda will include a copy of the motion to be made when the item arises on the agenda.

2.4 Copies of the agenda and supporting documentation will be made available to the public in electronic format, when the agendas are issued, except for the supporting documents related to matters to be dealt with in-camera.

2.5 The order of business on a Council agenda will follow a standard, as determined by Council.

3.0 Committee of the Whole Agenda

Items appearing on the Committee of the Whole agenda will only consist of items as follows:

- a. Placed on an agenda by Council or Committee of the Whole through a motion or notice of motion from a previous meeting;
- b. Submitted by a member of Council prior to the issuing of the Final agenda;

- c. Any correspondence addressed to the Mayor and Council, received by the CAO's office or the Mayor's office, excluding correspondence among Council members or between the CAO and Council;
 - i. Any correspondence received by a member of Council, intending to influence a decision shall be forwarded to staff to include on the agenda.
 - d. Staff Reports from the Departments of the Town;
 - e. Items from the administration requiring a decision or direction;
 - f. Items approved as an addition to the agenda, at the time the agenda is approved at the meeting.
 - g. Presentations as previously approved by Council.
- 3.1** Preliminary Committee of the Whole agendas will be issued by 5:15pm on the Friday preceding the regularly scheduled meeting.
- 3.2** Final Committee of the Whole agendas will be issued by 5:15pm on the Tuesday immediately preceding the meeting.
- 3.3** Items included on the Committee of the Whole agenda will include a copy of the motion to be made when the item arises on the agenda.
- 3.4** Copies of the Committee of the Whole agenda and supporting documentation will be made available to the public in electronic format, when the agendas are issued, except for the supporting documents related to matters to be dealt with in-camera.
- 3.5** The order of business on a Committee of the Whole agenda will follow a standard, as determined by Council.
- 4.0 Budget Meetings**
- 4.1** Items referred to future operational or capital budget meetings, will appear on the first Committee of the Whole meeting agenda for the annual budget deliberations.
- 4.2** At each budget meeting, Committee of the Whole will have the opportunity to direct staff whether or not to include each item in the budget estimates. Until Committee of the Whole is sufficiently comfortable to make a decision, they may defer each item to the next budget meeting.
- 4.3** When the budget is recommended to Council, all matters referred to budget shall have been considered and decided by COW, whether to include in the budget recommendation to Council.
- 5.0 Water Utility Agenda**
- 5.1** Preliminary Water Utility agendas will be issued by 5:15pm on the Wednesday preceding the regularly scheduled meeting.
- 5.2** Final Water Utility agendas will be issued by 5:15pm on the Friday immediately preceding the meeting.

- 5.3 Items included on the Water Utility agenda will include a copy of the motion to be made when the item arises on the agenda.
- 5.4 Copies of the Water Utility agenda and supporting documentation will be made available to the public in electronic format, when the agendas are issued, except for the supporting documents related to matters to be dealt with in-camera.
- 5.5 The order of business on a Water Utility agenda will follow a standard, as determined by Council.

Clerk’s Annotation for Official Policy Book

Date of Adoption: May 16th, 2013

Date of Amendment: May 14th, 2015

Date of Amendment: May 11th, 2023 (remove 4.0 (d) no additions on Council agenda, update times)

Date of Amendment: August 8th, 2024 (3.0 c (i))

Date of Amendment: July 10th, 2025 (Section 4.0)

Date of Amendment: December 11th, 2025 (Section 5)

I certify that this ‘Council Committee Meeting Agenda Policy’ was adopted by Council as indicated above.

Town Clerk:

Date: