

CITIZEN ADVISORY COMMITTEES POLICY

POLICY #8

DATE APPROVED: May 15, 2008

REVISED: January 8, 2009

EFFECTIVE DATE: May 15, 2008

REVISED: January 14, 2010

1. This Policy is entitled “Citizen Advisory Committees Policy” and applies to Advisory Committees which include members who are not Town Council members.
2. 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 By-Laws and Policies of the Town of Yarmouth.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
 - (1) Except to the extent that Committee membership is otherwise determined by By-Law, 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 aforesated 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.
 - (2) Except to the extent that the Chair is otherwise determined by By-Law 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 By-Laws or Policies, with any necessary modifications for context.

- (4) Except to the extent that the Secretary is otherwise determined by By-Law 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.
- (5) 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.
- (6) Subject to any resolution of Council, the resources which may be utilized by the Committee include:
 - (a) advice and support of the Chief Administrative Officer or his or her designate;
 - (b) use of the Town's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Chief Administrative Officer;
 - (c) use of external services reasonably necessary to discharge the Committee's mandate, through the Chief Administrative Officer;
 - (d) such other resources as may reasonably be required, through the Chief Administrative Officer.

- (7) All meetings, minutes, and records of the Committee shall be open to the public except as expressly authorized by law.
- (8) 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.
- (9) 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 By-Laws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.
- (10) 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.
- (11) 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.
- (12) Citizen Advisory Committees of Council do not have the power to expend funds.
- (13) 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.

5. Provisions Regarding **Heritage Advisory Committee**

- (1) Council hereby confirms the establishment of the Heritage Advisory Committee as a standing committee
- (2) 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 by-law;
- (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 by-law 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.

- (3) The Heritage Advisory Committee shall be composed of three to five citizens and two Council members appointed by Council. The Heritage Officer shall be a member of the Committee, with a voice but no vote.
- (4) The Heritage Advisory Committee may meet jointly with the Heritage Advisory Committee of the Municipality of the District of Yarmouth.

6. Provisions Regarding **Planning Advisory Committee**

- (1) Council hereby confirms the establishment of the Planning Advisory Committee as a standing committee.
- (2) 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.
- (3) To take action on such matters as are lawfully delegated to it by statute or by Council.
- (4) 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.
- (5) A quorum shall consist of:

- (a) at least 50% of the voting members of the committee; and,
- (b) a minimum of 50% of the citizen members and at least 2 appointed Councillors.

7. **Provisions Regarding Communities in Bloom Advisory Committee**

- (1) Council hereby confirms the establishment of the Communities in Bloom Advisory Committee as an ad-hoc committee.
- (2) 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.
- (3) To take action on such matters as are lawfully delegated to it by Council.
- (4) 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.

8. **Provisions Regarding Yarmouth Parking Advisory Committee**

- (1) Council hereby confirms the establishment of the Yarmouth Parking Advisory Committee as a standing committee.
- (2) The mandate of the Yarmouth Parking Advisory Committee is to act as an advisory committee to the Council of the Town of Yarmouth respecting:
 - (a) zoning in the Town respecting parking areas and facilities, and
 - (b) areas of the Town to be rated for parking tax.
 - (c) setting tolls, charges and fines for the use of parking facilities and to advise on the policies for the collection of such.

- (d) To gather information to determine parking needs and requirements of the Town.
 - (e) To take action on such matters as are lawfully delegated to it by Council.
- (3) The Yarmouth Parking Advisory Committee shall be composed of
- (a) One member of the Council, who shall serve as chairperson.
 - (b) Six citizens appointed by the Council, who shall be persons rated for parking tax or persons who are officers of corporations rated for parking tax.
 - (c) The Traffic Authority and the Parking Enforcement Officer shall be ex-officio members of the committee, with a voice but no vote.

9. **Provisions Regarding Yarmouth Compost Facility Community Liaison Advisory Committee**

- (1) Council hereby confirms the establishment of the Yarmouth Compost Facility Community Liaison Advisory Committee as a standing committee.
- (2) 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.

3. As an advisory committee, the Yarmouth Compost Facility Community Liaison Advisory Committee has the authority to provide recommendations to the Town of Yarmouth.
4. 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.
5. 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.
6. 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.

10. Provisions Regarding Joint Leisure Services Advisory Committee

1. Council hereby confirms the establishment of the Joint Leisure Services Advisory Committee as a standing committee.
2. 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.
3. The terms of reference for this committee are contained within the Joint Agreement between the Town of Yarmouth and Municipality of Yarmouth of 1996.
4. The Heritage Advisory Committee shall be composed of:

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

11. Provisions Regarding **Taxi Advisory Committee**

- (1) Council hereby confirms the establishment of the Yarmouth Taxi Advisory Committee as a standing committee.
- (2) The mandate of the Yarmouth Taxi Advisory Committee is to act as an advisory committee to the Council of the Town of Yarmouth respecting:
 - (a) zoning in the Town respecting parking areas and facilities, and
 - (b) areas of the Town to be rated for parking tax.
 - (c) setting tolls, charges and fines for the use of parking facilities and to advise on the policies for the collection of such.
 - (d) To gather information to determine parking needs and requirements of the Town.
 - (e) to take action on such matters as are lawfully delegated to it by Council.
- (3) The Yarmouth Parking Advisory Committee shall be composed of:
 - (a) One member of the Council, who shall serve as chairperson;
 - (b) Six citizens appointed by the Council, who shall be persons rated for parking tax or persons who are officers of corporations rated for parking tax;
 - (c) The Traffic Authority and the Parking Enforcement Officer shall be ex-officio members of the committee, with a voice but no vote.

12. Provisions Regarding **Information Technology Advisory Committee**

- (1) Council hereby establishes the Public Information Technology Advisory Committee as a standing committee.
- (2) The mandate of the Public Information Technology Advisory Committee is to bring advice to Council on emerging opportunities and issues specifically related to information technology.
- (3) To take action on such matters as are lawfully delegated to it by Council.
- (4) The Public Information Technology Advisory Committee shall be composed of six to 8 citizens and up to two Council members.

(5) The committee shall be chaired by a Councillor from the Town of Yarmouth.

13. Provisions Regarding Joint Yarmouth 250th Anniversary Committee

- (1) Council hereby establishes the Joint Yarmouth 250th Anniversary Committee as a standing committee.
- (2) The mandate of the Joint Yarmouth 250th Anniversary Committee is to
 - (a) start the planning for and serve as a central committee for all community groups who will be joining together to celebrate Yarmouth's 250th Anniversary in 2011;
 - (b) to positively work with all agencies, committees, organizations and institutions within Yarmouth town and county to plan events for a year-long celebration in 2011;
 - (c) to explore the establishment of a partnership with the Municipality of the District of Yarmouth and the Municipality of Argyle in working towards these goals;
 - (d) to serve as an Advisory Committee to the Town of Yarmouth and Municipality of the District of Yarmouth on matters involving the celebration of Yarmouth's 250th anniversary.
- (3) To take action on such matters as are lawfully delegated to it by Council.
- (4) The Joint Yarmouth 250th Anniversary Committee shall be composed of ten to 14 citizens and up to four Council members, two appointed by Town Council and two appointed by the Council for the Municipality of the District of Yarmouth.
- (5) The committee shall be co-chaired by a Councillor from each the Town of Yarmouth and the District of Yarmouth.

Date of Notification to Council Members of Intent to Consider (7 days minimum)

..... December 10, 2009

Date of Passage of Current Policy January 14, 2010

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer

..... July 14, 2011

Date