



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

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<b>Meeting Date:</b>	Monday, January 09, 2023
<b>To:</b>	Mayor Mills and Members of Council
<b>From:</b>	Denyse Morrissey, Chief Administrative Officer
<b>Report:</b>	CAO 2023-03
<b>Subject:</b>	Committee Terms of Reference for Advisory Committees of Council

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### Recommendation

Be it Resolved that Council:

1. Receives report CAO 2023-03 Committee Terms of Reference for Advisory Committees of Council for information; and that
2. The Committee Terms of Reference Advisory Committees of Council be adopted.

### Background

The process for Council to appoint volunteers to committees for the 2022 to 2026 term of Council will be commencing.

As part of the process, which included a review by staff of the committee terms of reference for many other municipalities, it was determined the current terms of reference for advisory committees should be updated and expanded.

## Analysis

A Terms of Reference for all committees, which is standardized, has been created and recommended. The recommended Terms of Reference is provided in Appendix 1.

The recommended Terms of Reference for Advisory Committees of Council is comprised of:

- Background
- Term
- Committee Eligibility
- Committee Meeting Format
- General Conduct and Ethics
- Procedure and Operations
- Issuing of Public Statements
- Committee Member General Commitments
- Sub-Working Groups
- Attendance
- Vacancies
- Filling Positions where specialized knowledge is required
- Role of Staff Liaisons
- Integrity Commissioner
- Town of Shelburne Policies that apply to committees

The existing terms of reference for committees, from 2019, is provided in Appendix 2.

The mandate of each committee would be separate from the standard Terms of Reference. A summary of the current mandates is provided in Appendix 3. The mandates may be revised by committees potentially and then recommended changes would require approval by Council.

## Financial

There are no financial implications.

## Policies & Implications

Not applicable

## Consultation and Communications

Review of the terms of references for committees of a number of Ontario municipalities.

## Council Strategic Priorities

Council's Strategic Priorities 2019-2022 has three Goals - Sustainable, Engaged and livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

Target T2 Municipal Services Review and Evaluation

## Supporting Documentation

Appendix 1: Committee Terms of Reference Advisory Committees of Council, January 2023

Appendix 2: Committee Terms of Reference, 2019

Appendix 3: Summary of the current mandates of Committees

Prepared and respectfully submitted:

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Denyse Morrissey, CAO

Prepared with:

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Alice Byl, Deputy Clerk and Committee Coordinator

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Melissa Kenney, Communications Coordinator & Administrative Assistant



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

#### **BACKGROUND**

The Town of Shelburne is committed to being an engaged, connected and innovative community. Committee volunteers play a significant role in building a strong vibrant community that honours our heritage and celebrates our diversity.

Advisory Committee volunteers are public members who are appointed by Council and provide recommendations to Council.

To ensure as many people have the opportunity to serve as volunteers on committees, someone may only be appointed to serve on one Committee at a time per term of Council.

#### **TERM**

The term of all committees corresponds with the term Council and on the last business day of October during an election year.

#### **COMMITTEE ELIGIBILITY**

1. Committee members shall be:
  - be a resident, tenant or owner of land in the Town of Shelburne, or the spouse of such owner or tenant
  - 18 years of age or older
2. Advisory Committees of Council shall consist of no fewer than 5 members and shall not exceed 7 members, plus Council appointed voting members. A maximum of two (2) Council Members is appointed to each committee.
3. Employees of the Town of Shelburne or a local board are not eligible to serve as a Member unless provided for in legislation.

#### **COMMITTEE MEETING FORMAT**

1. Committee meetings including sub-working group meetings are held virtually.
2. The platform instructions will be provided to the committee members along with the virtual link stating the following:

“To protect the security and integrity of the meeting, please do not share this link with anyone. Members of the public are permitted to attend; however they must register in advance of the meeting with staff and staff will send the link directly to them. Members of the public can register directly by contacting the Clerk’s department [clerk@shelburne.ca](mailto:clerk@shelburne.ca)

3. Virtual meetings will be recorded and posted on the Towns You Tube Channel.
4. Virtual meetings will be retained by the Town Staff representative for retention purposes. The recording remains the property of the Town of Shelburne and is subject to requests under Municipal Freedom of Information and Protection of Privacy “MFIPPA”
5. When a committee meeting is held in person it must be in an open transparent format and allow public attendance. The location of meetings is Shelburne Town Hall unless another public town owned venue is approved.

## **GENERAL CONDUCT AND ETHICS**

1. Committee members shall adhere to the Municipality’s policies which are provided in appendix 1. Non compliance to the applicable policies may result in an appointment being rescinded by Council.
2. It is the responsibility of Members to identify and disclose any conflict of interest as defined under the Municipal Conflict of Interest Act. Members shall disclose pecuniary interest at the opening of a meeting, prior to any discussion on the matter, and if declared, shall not take part in discussion or vote on such matter
3. Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. When declaring a conflict of interest. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Municipality’s Conflict of Interest Declaration Registry.
4. Committees will not undertake any direct fundraising activities or fundraising on behalf of a third party.
5. Committees will not use their allocated budgets to provide donations or grants to other organizations or third parties other than contributing personal volunteer hours to a cause. All donation/grant/fundraising requests are required to go through the through Council and the municipal grant funding program.

## PROCEDURE AND OPERATIONS

1. The Committee is subject to the control and direction of Council.
2. Each advisory committee will review the Council approved committee mandate at least once during each Term of Council unless otherwise directed by Council. Revisions or alterations to the Committee Mandate must be approved by Council.
3. A quorum is the minimum number of members of a body required to be present at a meeting in order for a body to exercise its power or authority. For the purposes of this by-law, Quorum shall mean a majority of Members constituted by fifty percent plus one unless otherwise specified within the Terms of Reference for each Advisory Committee. For the purposes of these terms of reference, where an Advisory Committee is composed of three members, two members constitute a quorum.
4. Each committee will develop an annual work plan in the first six months of their term. Where applicable the assigned budget must correspond with the work plan. The work plan must be remitted to council through minutes.
5. All Committee recommendations to Council at a Council Meeting must be through resolutions and recorded in the committee minutes.
6. All committee members shall take any required training as deemed necessary by legislation, health and safety, Accessibility for Ontarians with Disabilities Act (AODA), MFIPPA, or as otherwise prescribed.
7. Council will receive minutes of advisory committees through the Council agenda.
8. Committees should indicate that action is required by Council, by passing a resolution.
9. Members may submit items for inclusion on the committee agenda by giving notification to the chair in writing a minimum of two weeks prior to the meeting. The Chair will accommodate member requests for the inclusion of agenda items, whenever possible, but the Chair has the final decision about which items are included on the agenda. Chairs are encouraged to seek assistance from the Clerk or Deputy Clerk for all procedural matters.
10. Notwithstanding any of the above, Advisory Committees are not responsible for the following:
  - Undertaking or directing the daily operations of the Municipality.
  - Administrative matters including directions to staff.
  - Reviewing staff structure, staff compensation, or other staffing related matters.
  - Preparing, approving or delivering the Town's annual budget and capital projects.

- Approving expenses – except for items purchased through their own budget.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Municipality's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

11. All committees shall elect a Chair and a Vice-Chair at or soon after the first meeting of the Committee term. The election is conducted by staff. The Chair and Vice Chair is elected for the term of the Committee.

12. Committees shall not hold closed meetings.

## **ISSUING OF PUBLIC STATEMENTS**

The Town of Shelburne may be asked to recognize matters that are significant to the Town of Shelburne, the County of Dufferin, the Province of Ontario, and the Country of Canada in response to an issue/situation.

No statements are to be made by members of Committees or individual members other than through the Mayor on behalf of Council. Committees may request the Town of Shelburne Council to make a statement which will be included in the Town Council agenda.

Approved statements will be made and posted on the Town website as well as a link on social media to the Official Statement on the website.

## **COMMITTEE MEMBER GENERAL COMMITMENTS**

Committee members commitments:

- Commit the time required to work on the Committee and attend all scheduled and special advisory committee meetings
- Attend Committee orientation and training sessions provided by the Town
- Understand the mandate of the advisory committee, including its relationship to Council
- Understand their role and expectations, including relevant Town policies.
- Understand the role and expectations of the advisory committee chair, Council liaisons and staff.
- Prepare for meetings by reading agendas and any background information supplied.
- Actively participate in the discussion and decision-making process.
- Undertake any work assigned, including special projects and research, in between meetings.
- Be open-minded and allow for a variety of opinions to be heard.

- Respect the individual worth and dignity of other advisory committee members, and maintain a high degree of professionalism.
- Recognize limitations on participation and inform the chair and staff when these limits are unreasonable.
- Ask questions, and seek clarification through the chair and the staff.
- Respect that actions taken, and recommendations shall reflect the majority view of the advisory committee.
- Respect the decisions and finality of Council.
- Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on the same.

## **SUB-WORKING GROUPS**

1. Creation of sub-working groups require a clear mandate and reporting structure to the Advisory Committee to maintain adherence to transparency and accountability efforts undertaken by the Town.
2. Where activity levels warrant, the Committee may establish sub-working groups. Committees shall not establish sub working groups whose members are not part of the original committee, without approval of Council.
3. Sub-working groups are subject to the same principles of accountability and transparency as prescribed by the Town.
4. The role of the sub-working group is to perform specific tasks that are within the mandate of the Committee.
5. Sub-working groups must have a number of participants that is less than the total quorum of the Advisory Committee.
6. An Advisory Committee by motion may establish a sub-committee including the rationale and purpose. Included in the recommendation for the establishment of the sub-committee will be the following information:
  - a) The mandate and purpose of the sub-committee
  - b) The start and end date of the sub-committee term
  - c) Members of the advisory committee assigned to the sub-committee
7. Sub-committees are responsible for the preparation of their meeting notes. Meeting notes must be submitted to the next regular committee agenda for consideration and approval of the Advisory Committee.
8. Staff are not required to attend sub-group meetings



## **ATTENDANCE**

1. It shall be the responsibility of the committee member to contact the Chair and the designated member of staff of the committee prior to or reasonably soon after a non- attendance at a scheduled meeting.
2. If three scheduled meetings are missed, the member shall review non- attendance with the Chair.
3. Where attendance is related to the position of Chair then the Chair shall review non-attendance with the Mayor.

## **VACCANCIES**

Vacancies on Boards and Committees are created when a member resigns or vacates the position, effective:

- a) The date of resignation.
- b) The date the members is removed by council resolution.
- c) The date the member no longer qualifies for the position.
- d) The date of the death of the member.

## **COUNCIL FILLING POSITIONS WHERE SPECIALIZED KNOWLEDGE IS REQUIRED**

Boards and Committees may have one or more position in its composition designated to a stakeholder group(s) with a specialized knowledge, experience or representation.

Council may determine the need to fill the position in the following manner:

- 1) by invitation;
- 2) by seeking the assistance of a recruitment agency; or,
- 3) outreach to specific organizations or other means deemed appropriate by Council.

Activities with respect to filling Board and Committee positions where specialized expertise is required will be coordinated by the Clerk, in consultation with applicable staff.

## **ROLE OF STAFF LIASONS**

The staff liaison(s) assigned to a committee generally provide two functions: secretarial role and a policy advice role.

The staff person assigned to a committee will support and administration of the committee in the following ways:

- Assist the chair in determining if quorum was met.
- Record when the meeting started and adjourned.
- Record the advisory committee members present.
- Record without note or comment, including the names of the movers and seconders of motions.
- Note any disclosures of pecuniary interest, including the general nature thereof.
- Review and correct any errors in the minutes of previous meetings.
- Assist the chair and advisory committee members in preparing administrative components of any reports and/or presentations to Council.
- On a regular basis, assist the advisory committee to review goals and objectives, and ensure their work plan is realistic and up to date
- Offer procedural and process advice to the chair and advisory committee.
- Prepare the recommendations summary and minutes, and forward to the Clerk prior to applicable Council agenda publishing deadlines

## **INTEGRITY COMMISSIONER**

Members of Town Committees follow a Code of Conduct that outlines appropriate behaviour for the position. Committee members must keep certain information confidential, act impartially and not use their position for personal gain or influence.

To report a concern regarding committee members please contact the Integrity Commissioner by visiting [https://www.shelburne.ca/en/town-hall/committees-and-boards.aspx?\\_mid\\_=36845](https://www.shelburne.ca/en/town-hall/committees-and-boards.aspx?_mid_=36845)

## Appendix 1

### **TOWN OF SHELBURNE POLICIES THAT APPLY TO COMMITTEES – ADDITIONAL**

Applicable policies can be found as amended at [https://www.shelburne.ca/en/town-hall/committees-and-boards.aspx?\\_mid\\_=36845](https://www.shelburne.ca/en/town-hall/committees-and-boards.aspx?_mid_=36845)

- Accountability and Transparency
- Code of Conduct
- Procedural By-Law
- R-Zone Policy
- Social Media Policy



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

#### **ADVISORY COMMITTEES OF COUNCIL**

##### **PROCEDURE**

1. Each committee shall set and will review the mandate for each advisory committee appointed by Council at least once during each Term of Council unless otherwise directed by Council.
2. Committees shall adhere to the purpose set out in their established mandate and shall advise Council on matters delegated in the committee mandate and shall serve only as advisory to Council. (Council has a mandate from the public under the electoral process to direct the policies and services of the town. Committees do not have this electoral mandate.)
3. Should a member of a committee have an interest outside of the mandate set for their committee, Council would welcome the member to individually communicate their interest directly and outside the committee process.
4. Each committee shall apply the concept of sustainability of the town, its environment, and economic wellbeing when implementing its mandate and when furthering any mandate referred by Council.
5. Committees shall provide annual reports to Council on the committee activities by September each year. If an activity has received prior consent from Council, budget estimates may be provided in the annual report unless budget for the activity is already allocated in the yearly budget.
6. Council members appointed to a committee shall be for the term of council unless a change is requested by a member.
7. The Mayor, members of Council or any member of the public may attend any meeting of a committee.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

8. The Mayor shall have the following duties regarding the operation of committees:
  - Act confidentially in the role of human resources contact for any committee member who may feel under conflict or duress in the course of their duties or who may require advice regarding their responsibilities.
  - Encouraged to attend at least one regular meeting of each committee each year, where scheduling permits, to solicit comment from members about the operational policies and mandate of the committee. Where a scheduling conflict occurs a meeting date may be changed, or another member of Council may represent the Mayor.
  - Ensure that committee mandates are adhered to and their activities do not conflict with the duties of town staff executing their safety, environmental, and fiscal responsibilities for town services and facilities.
  - Ensure that committees do not meet in camera and do not hold meetings that are not posted as set out in this policy.
  - Town staff shall provide assistance or direction to a committee as directed by the CAO under the policies set out by Council and will not take direction from a committee.

### **ORGANIZATION AND OPERATION**

1. Advisory Committees of Council shall consist of no fewer than 5 members and shall not exceed 12 members, including Council appointed liaisons. Where activity levels warrant, Council may authorize an Ad-hoc committee.
2. Committee members shall:



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

- be a tenant or owner of land in the Town of Shelburne, or the spouse of such owner or tenant
  - 18 years of age or older
  - commit the time required to work on the Committee
3. Committees shall not establish sub-committees, whose members are not part of the original committee, without approval by Council.
  4. Committee members are volunteers, appointments shall be for the Term of Council but shall continue until their successors are appointed after a municipal election, unless their appointment as an individual member or as a committee is revoked by Council.
  5. All committees shall elect a Chair at or soon after the first meeting each year. A Chair may serve as chair, not more than two consecutive years in each term of council.
  6. All committees shall elect a Secretary who may serve for any duration during the term of appointment at the discretion of the committee. If a member of town staff is on the committee, he/she shall not be Secretary, but will review the agendas and minutes. The Secretary shall not also be the Chair.
  7. All committees shall adhere to the town's procedural bylaw, transparency and accountability policy, and other policies as directed by Council. Committees shall not hold in-camera meetings.
  8. All committee members shall take any required training as deemed necessary by legislation, health and safety, Accessibility for Ontarians with Disabilities Act (AODA), MFIPPA, or as otherwise prescribed.
  9. A schedule of meeting dates, times and venue shall be provided to town staff at least quarterly for posting on the town website. Agendas shall be provided to town staff for posting at least 7 days prior to the date of the meeting.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

10. Minutes of each meeting must be provided to town staff for posting as soon as practical after the meeting and at least 7 days before the next meeting.
11. All agendas and minutes shall be prepared in the standard form provided by town staff, for uniformity and for compliance with AODA.
12. All meetings are to be held in an open transparent forum for public attendance and shall be held at the town office building unless another public town owned venue can be justified. Onsite meetings for a particular project may be held, with notice and posting as set out in this policy.
13. Committees shall represent their recommendations to Council through resolutions.
14. Any correspondence/bulk mailings to residents must be approved by Staff.
15. Vacancies shall be filled on the advice of the Chair and Vice-Chair, in which the committee shall appoint a new member by way of recommendation to Council.

### **ATTENDANCE**

1. It shall be the responsibility of the committee member to contact the Chair of the committee prior to or reasonably soon after a non- attendance at a scheduled meeting.
2. If three scheduled meetings are missed, the member shall review non- attendance with the Mayor. Without the necessity of revealing matters of personal privacy, the member should review with the Mayor their intentions with regard to continued service on the committee.
3. The Mayor or the member shall inform Council if more than three consecutive meetings are missed, with an explanation for the non- attendance, for appropriate action at the discretion of Council.

### **TOWN ADVISORY COMMITTEES**



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

1. In order to ensure that all parties to the town's internal process have input, any item proposed by a committee should be proposed by resolution of the committee.
2. Council will receive minutes of advisory committees through the Council agenda.
3. Committees should indicate that action is required by Council, by passing a resolution.
4. Staff will excerpt such resolutions and any background information accompanying the resolution in the minutes, any attachments and any other information and refer it to appropriate town staff for comment if applicable.
5. In some cases, to ensure that a committee proposal is vetted, town staff will recommend that Council refer the item to staff for review and additional comment to Council prior to the consideration of the item by Council.
6. Committees and town staff are encouraged to provide background, pros and cons, discussions held, consultations held, input received and its disposition along with a resolution.
7. When the process is complete, the item will have undergone an internal review process for Council and the public. Posting on the agenda will provide additional transparency and opportunity for public input beyond any public input undertaken by the committee or staff.
8. Committees should provide their agenda electronically to staff 7 days prior to the meeting to allow for posting on the website.
9. It is understood that items of a time sensitive nature can be considered, but it is encouraged that this process not be used on a regular basis as it does not allow for public notification.





**Town of Shelburne**

**Terms of Reference Advisory Committees of Council**



## **SUMMARY OF COMMITTEE MANDATES**

### **Arts and Culture Committee**

#### **MANDATE**

The Corporation of the Town of Shelburne's Arts and Culture Advisory Committee is to advise Council and Staff on policies, and to develop plans and programming designed to promote culture and the arts within the community.

#### **ROLE AND PURPOSE**

The Committee will:

- Develop an action plan, fundraising strategy and recommendations pertaining to arts and culture in Shelburne for Council's consideration;
- Implement projects and strategies in support of policies, regulations and guidelines and development pertaining to arts and culture;
- Advocate for a strong viable arts and culture identity for the Town of Shelburne;
- Reflect the issues, concerns and initiatives of the arts and culture community to Council;
- Encourage community involvement in matters and projects related to arts and culture including public forum workshops;
- Promote research and collection of information relevant to arts and culture in Shelburne by all available means; specifically, in terms of quality of life and measures arising from research;
- Ensure coordination and preparation of grant applications related to arts and culture;
- Increase art and cultural opportunities for all residents
- Promote the general betterment and positive self-image of the community using the identified strengths that exist in the community.

### **Canada Day Festival Committee**

**Not applicable**

## **Diversity, Equity and Inclusion Committee**

### **MISSION STATEMENT**

Our vision is to develop and nurture a community where everyone can reach their full potential. Our goal is to empower all members of our community in order to remove barriers throughout our town caused by social injustice, inequality, discrimination and racial trauma. We are committed to engaging the voices of our community to promote equality and compassion for all

### **MANDATE**

The mandate for the committee will be to advise Council and continue the work of the Anti-Black Racism, Racism and Discrimination Task Force, as noted in their recommendations brought forward to Council on October 5, 2020. The committee will make recommendations and provide a monitoring and measuring role to help ensure that the Town of Shelburne applies a diversity, equity and inclusion lens to its policies, services, and programs.

1. Provide insight, advice, and make recommendations to Council relating to the following:
  - emerging equity or diversity issues or trends arising in the Town;
  - initiatives to combat racism, acts of prejudice or hate in the Town;
  - identifying systemic barriers faced in accessing Shelburne services, information, programs, and facilities;
  - identifying systemic barriers to participation in public life and achievement of social, cultural, and economic wellbeing of residents;
  - strategies for building connections and fostering a deeper sense of inclusion and belonging especially for marginalized groups;
  - proposed Town of Shelburne initiatives, services, and policies to meet changing needs of a diverse community;
  - employment and employee awareness policies, initiatives, and programs.
2. Liaise with organizations and stakeholders, particularly those from marginalized groups including but not limited to Black, Indigenous, People of Colour, and 2SLGBTQI+ community members to facilitate discussions that promote broader understanding and engagement between residents of diverse backgrounds and abilities.
3. Provide recommendations on opportunities for education and awareness programs on anti-racism, diversity, equity, and inclusion in consultation with Town of Shelburne Administration and within the budget allocated by Council.
4. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy which shall include an annual work plan with clear actions and measurable goals and objectives that move to identify and eliminate systemic discrimination and create an inclusive organization and community.

5. In cooperation with Town Staff, the committee will provide regular updates to Council that monitor and measure the Town's success in applying a diversity, equity and inclusion lens resulting in implementing real changes to policies, services, and programs.

### **Accessibility Advisory Committee**

The former Accessibility Advisory Committee is now a function of the Diversity, Equity, and Inclusion Committee.

#### **Mission Statement:**

To raise awareness of employees and residents of the Town of Shelburne about the accessibility needs of people with disabilities; communicational, intellectual, sensory, physical, and mental health related. To provide support and training to ensure that all residents enjoy a barrier-free Town.

#### **Vision Statement:**

To make the Town of Shelburne the leading example of a jurisdiction with full accessibility for all people with disabilities.

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all people by:

- Promoting public awareness and sensitivity;
- Encouraging cooperation among all service and interest groups to ensure a barrier free community for all persons;
- Identifying, documenting and advising on relevant issues and concerns within the Town of Shelburne;
- Assess programs, practices and services to determine their effect on accessibility for people with disabilities;
- Improving access to all services such as transportation and recreation, which are the qualities of an engaged community;
- Identify programs, practices and services that the Town will review in the coming year to identify barriers to people with disabilities;
- Describe the measures the committee intends to take in the coming year to identify, remove and prevent barriers to people with disabilities;
- Recognizing that the needs of all persons are constantly changing;
- Make the accessibility plan available to the public by posting on the web and by having paper copies available in alternate formats.

## **Economic Development Committee**

### **MANDATE**

The Corporation of the Town of Shelburne's Shelburne and District Economic Development Committee is to enhance the economic opportunities as well as the quality of life for Town of Shelburne residents. Through the controlled development of commercial and industrial sectors, the EDC will advise on all aspects of economic development in the Town of Shelburne. We will promote and maintain communication with Council as an advisory role and work with the public forums on initiatives that promote job creation.

### **PURPOSE**

- To provide workshops and forums for citizens and the business community to raise issues and concerns regarding job growth and sustainable development;
- To provide advice and guidance to Council on matters pertaining to policies, practices and programs concerning economic development;
- To review and advise on the economic needs of the community;
- To provide creative discussions in order to improve the quality of life in the community;
- To provide support and coordination of regional efforts necessary for the development and implementation of economic related programs;
- To advise on the development of lands for economic development and compatible uses that promote greater growth within the community and region.

## **Heritage Shelburne Committee**

The Town of Shelburne Heritage Committee provides information about the history of our community. They conduct research into our past and educate the public through walking tours and literature.

### **MANDATE**

The mandate of Heritage Shelburne is to advise Council on identifying, conserving and promoting heritage resources in our community and to recognize buildings and properties of historic or architectural value in accordance with the Ontario Heritage Act. The Committee will advise Council on recognizing individuals who have contributed to the preservation and promotion of heritage in Shelburne.

The Committee will review and make recommendations to Council on matters under the Ontario Heritage Act. The committee also promotes public awareness of Shelburne's cultural heritage and conducts research into cultural heritage resource matters that support the Town of Shelburne.

Heritage Shelburne will:

- provide research assistance using municipal records, archived materials and the Land Registry Office in order to determine the historical and/or architectural value of a building and/or property in order to promote the historical and architectural features with the Town of Shelburne.
- maintain a knowledge and recruit interested historians to assist the Municipal Heritage Committee.
- promote the Heritage Plaque recognition program, review applications and recommend the recipient to Council.
- research and recommend properties eligible under the Municipal Heritage Plaque Program. Liaison with other Municipal Heritage Committees, historical societies and similar organizations on heritage issues and policies.

## **Parks and Recreation Task Force**

### **MANDATE**

The Corporation of the Town of Shelburne's Parks and Recreation Task Force is to identify and prioritize parks and recreational needs within the municipality, to develop funding strategies to meet those needs, and to make recommendations to Council that maximize parks and recreation opportunities in a fiscally prudent manner.

### **ROLE AND PURPOSE**

The task force will:

- develop an action plan, fundraising strategy and recommendations to manage, transform and leverage recreation assets and programs in the Town of Shelburne;
- develop policy recommendations for Council's consideration that guide and identify the benefits of recreation, outline efforts to expand opportunities and improve recreation infrastructure;
- provide a forum for citizens to raise issues and concerns regarding recreation, parks and leisure issues;
- review and advise on the recreation need of the community.