



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

Meeting Date: Monday, April 26, 2021

To: Members of Council

From: Jennifer Willoughby, Director of Legislative Services/Clerk

Report: LS2021-06

Subject: **Arts & Culture Committee Appointment of Members**

Recommendation

BE IT RESOLVED THAT Council receives report #LS2021-06 from the Clerk for information;

AND THAT the following members be appointed to the Arts & Culture Committee for the remaining term of Council:

Angela Tracogna
Tracy Smith
Wendy Reid
Andrew James
Althea Alli
Triston Barrocks
Trisha Linton

AND THAT the following Council members be appointed to the Arts & Culture Committee for the remaining term of Council:

Background

At the March 22, 2021 meeting of Council, Deputy Mayor Anderson inquired about the status of the Arts & Culture Committee. Prior to the pandemic, the number of applications received was insufficient to form the Committee. The pandemic has since placed things on hold.

Analysis

At the February 11, 2019 Council meeting, Council gave direction regarding the Arts & Culture Committee as noted below in the resolution that was passed. The application deadline was extended several times throughout 2019 and into 2020 in order to facilitate the receipt of additional applications. The COVID 19 pandemic arrived and has placed things on hold temporarily.

Motion #6b Buffett – Benotto

BE IT RESOLVED that Council dissolves the Town Hall Gallery Committee and the Performing Arts Committee;

AND BE IT FURTHER RESOLVED that Council establishes the “Arts & Culture Advisory Committee” which shall consist of the following members:

- (a) Two members of Council appointed by resolution of Council; and
- (b) Up to seven members of the community at large appointed by resolution of Council.

AND BE IT FURTHER RESOLVED that the mandate of the Arts & Culture Advisory Committee shall be as follows:

“To advise Council and staff on policies, and to develop plans and programming designed to promote culture and the arts within the community.”

AND BE IT FURTHER RESOLVED that staff be directed to initialize a membership recruitment process.

CARRIED: W. Mills

Staff met with Mayor Mills, Deputy Mayor Anderson, and Councillor Buffett on March 29, 2021 to review the applications received to date and further discuss possible opportunities for additional members to create an active committee.

Copies of applications received are attached as Appendix A, their personal information has been redacted as per the requirements under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The committee will follow the Advisory Committee Terms of Reference attached as Appendix B. Note, while the Terms of Reference indicate members are required to be Shelburne residents, we've had some interest from residents that live beyond Shelburne boundaries. It is at Council's discretion to appoint committee members.

Council representatives are required to be appointed to the Committee as well.

Policies and Implications

Committee Terms of Reference
Council Procedural By-law #15-2019

Financial Impact

There is no budget currently set aside for 2021. Members are participating as volunteers.

Consultation and Communications

N/A

Council Strategic Priorities

Council's Strategic Priorities have 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 T7 – promote partnerships and collaboration

Target T12 – support and celebrate arts and culture

Supporting Documentation

Appendix 1 – Arts & Culture Applications

Appendix 2 – Advisory Committee of Council Terms of Reference

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO

Town of Shelburne Board and Committee Application

To join a committee or board, you need to:

- Be 18 years of age or older (except the Youth Advisory Committee)
- Be a resident of Shelburne
- Explain why you want to join the committee or board
- Indicate the skills, training or experience that would make you a suitable candidate for the position.
- Committee members are volunteer positions

[REDACTED]



Applicant Information

What is your first name *

Althea

What is your last name? *

Alli

What is your phone number? *

[REDACTED]

What is your qualifying address? *

[REDACTED] O'Reilly Crescent

What is your email address? *

[REDACTED]

How long have you been at your current address? *

[REDACTED]

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

Boards and committees

Shelburne Police Services Board - Appointed and elected Vice Chair 2019 to Present
determining objectives and priorities for police services
establishing policies for the effective management of the police force
appointing members of the police force
preparing a business plan at least once every three years
recruiting and appointing the chief of police and any deputy chief
monitoring the performance of the chief of police
participating in collective bargaining and working agreement processes as the employer

Town of Shelburne Anti-Black Racism, Racism and Discrimination Task Force - Appointed and elected Vice Chair 2020
Create blueprint for the Town of Shelburne
Marketing strategy/campaign
Survey creation and analysis

Dufferin County Diversity and Inclusion Committee 2020- present
Create blueprint for the County of Dufferin
Marketing strategy/campaign
Survey creation and analysis

Shelburne Fiddle Parade - Elected Vice Chair 2017-2018
Create marketing campaign
Worked with MTO and Police services on creating parade route
Managed parade route

Shelburne Fair Board - Elected Director 2016-2017

What is your time availability? Hours _____ per week/month

flexible

Would you be available for evening meetings?
*

☒ Yes

☐ No

Are you available for meetings during business hours (Mon - Fri 8:30 am to 4:30 pm)? *

☐ Yes

☒ No

****Please note meeting dates and times are subject to change, advance notice will be provided.**

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Althea Alli for filling out the Board and Committee Application.



Town of Shelburne
2018 – 2022
BOARD AND COMMITTEE APPLICATION

APPLICANT INFORMATION

Name: Andrew James	Home Phone:	Cell Phone:
Qualifying Address (Full address including postal code): Cook Cres. Shelburne, ON. L9V 3V3		
Length of residence at above address:	E-mail:	

COMMITTEE / BOARD OF INTEREST

Please indicate the boards and committees you are interested in applying for by designating them in order of preference (1, 2, 3, etc.)

<input type="checkbox"/> Accessibility Advisory Committee	<input type="checkbox"/> Fiddle Park Advisory Committee	<input type="checkbox"/> Shelburne Public Library Board
<input type="checkbox"/> Heritage Committee	<input type="checkbox"/> Town Hall Gallery Committee	<input type="checkbox"/> CDRC Board of Management
<input type="checkbox"/> Economic Development Committee	<input type="checkbox"/> Canada Day Committee	<input type="checkbox"/> Street Festival Committee
<input type="checkbox"/> Parks and Recreation Committee	<input checked="" type="checkbox"/> 1 Performing and Visual Arts Board of Management	<input type="checkbox"/> Shelburne Police Services Board

Please describe your reasons for wishing to serve on an advisory committee or local board:

Having an extensive background in the performing and visual arts coupled with an extreme passion and appreciation for our community, applying for this committee seemed like a perfect fit for me. I have a deep desire and a firm commitment to invest in our community through the arts and youth.

My hope is that the arts can be used as a tool to empower young people, connect the community generationally and culturally and display all of the wonderful and eclectic talent and ability that our town holds.

My hope is to be a part of something greater than my own efforts, that contribute to maintaining and reinvigorating the beautiful legacy Shelburne has as a destination place full of rich arts and culture.

Indicate the experience, technical training, and/or skills which qualify you for an appointment on each desired board or committee and explain what significant contributions you have made to any committees, boards or organizations you have been a participant of: *(you may attach additional sheets and/or resume)*

- Co-founder of Streams Community Hub, an arts-based, youth-focused not-for-profit
 - Providing Creative Arts training for youth ages 5 - 17
 - Summer 2010 - 101 youth in attendance over the 4-week long camp
 - March break 2018 - 40 youth in attendance over the week long camp
 - Summer 2017 - 50 youth in attendance over the 4-week long camp
- Creative Arts Therapist (part-time) – Pine River Institute 2018
- Parent Advisor – Hyland Heights “Speak Up” short film project 2017/18
- Prop production for LP Stage Productions “The Lion King Jr.” Shelburne 2017
- Served on Shelburne's Performing arts sub committee led by John Telfer to coordinate “Centre Stage” Shelburne talent show 2016
- Played the role of Dr. Grimwig in LP Stage Productions “Oliver” Shelburne 2016
- Dufferin Board of Trade, Business Excellence Award Nominee 2017 & 2018
 - 2017 Young Professional of the Year
 - 2018 Association of the Year – Streams Community Hub

(additional info included on last page)

What is your time availability? Hours can be available as needed per week/month

Would you be available for evening meetings? ☒ YES ☐ NO

Are you available for meetings during business hours (MON-FRI 8:30am – 4:30pm)? ☒ YES ☐ NO

****Please note meeting dates and times are subject to change, advance notice will be provided***

I confirm that I am over the age of eighteen years, and I am a resident, tenant, owner or co-owner of land situated within the Town of Shelburne and citizen of Canada and I herein authorize the investigation of statements herein. I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. Personal information contained on this form, collected pursuant to the Municipal Act, are **under the authority of the Municipal Freedom of Information and Protection of Privacy Act**. Questions about the collection of personal information should be directed to the Town's Freedom of Information and Privacy Coordinator.

The Town of Shelburne reserves the right to request references and satisfactory criminal reference checks as part your application

SIGNATURE OF APPLICANT

PRINT NAME

Andrew James

DATE

Please return your completed application to:

Town of Shelburne, Clerks Office, 203 Main Street East, Shelburne ON, L9V 2Y5

OR assistant@shelburne.ca (please type "Boards/Committee Application" in the subject line of the e-mail)

OR Fax to the attention of: Melissa Kenney, Administrative Assistant at (519) 925-6134

Thank you for considering a volunteer opportunity with the Town of Shelburne.

Please note successful applicants will be notified prior to their appointment by-law being considered by Council. Applicants who are not selected will be notified following the passing of the respective appointment by-law.

The Town of Shelburne is committed to supporting a culture of diversity and inclusiveness across the organization. We believe in equal opportunity and it is our priority to ensure a barrier-free recruitment and selection process. Should you require accommodation in relation to any of the materials or processes used during the recruitment and selection process, please contact the Town Hall at 519-925-2600. The Town will make every effort to accommodate persons with disabilities in a timely, effective and suitable manner.



(Experience continued)

Past accomplishments

2014 – Created, produced and hosted City Gospel Presents (2 seasons) aired nationally on Vertical TV and the Miracle Channel
2013 - Published “Bird Words” Inspirational Thoughts for Everyday Life in 140 Characters...”
2009 - Co-starred in independent short film "Witch of the Fall"
2007 - 2009 - Editor-in-Chief of “Inspired Magazine” - 20,000 copies nationally distributed bi-monthly
2008 - Member of the Board of Directors of the Gospel Music Association of Canada (one term)
2006 - Member of the Juno Awards screening committee - Christian music category (One year)
2004 - Director of Operations of Admarie Records - UMAC award-winning Pat Francis & High Praise
2003 – Launched - The Drumoff - nationally sponsored drum competition | www.drumoff.ca (8-year run)
2001 - Co-host on the "Prayz Joynt" on Joy 1250AM
2001-2004 - Host of a live local variety/talent show “The Jam!”
1999 – Starred in "Game Attics" video game TV show (Toronto Star Television)
1999 - Co-host of late night radio show “Urban Spin” on York University CHRY-105.5FM

Education

2000 – 2001 Artist Management Program - HARRIS INSTITUTE OF THE ARTS (TORONTO)
1997 – 1999 Meisner Program - THE SCHOOL FOR FILM & TELEVISION (NEW YORK)

Town of Shelburne Board and Committee Application

Applicant Information

What is your first name *

Angela

What is your last name? *

Tracogna

What is your phone number? *

[REDACTED]

What is your qualifying address? *

[REDACTED] O'Reilly cres

What is your email address? *

[REDACTED]

How long have you been at your current address? *

[REDACTED]

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

I am currently working as a Marketing Director for a major beauty brand in the fashion industry. I have over 20 years professional experience as a buyer product developer designer and creative marketing team leader. I would absolutely love to expand Shelburne's arts and culture scene and have worked on major projects and programs for all the main retailers in Canada and the world. I am also an artist creating original works of art

Thank you

What is your time availability? Hours _____
per week/month

10-20 depends more possibly

Would you be available for evening meetings? *

☒ Yes

☐ No

Are you available for meetings during business hours (Mon - Fri 8:30 am to 4:30 pm)? *

☐ Yes

☒ No

****Please note meeting dates and times are subject to change, advance notice will be provided.**

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Angela Tracogna for filling out the
Board and Committee Application.

Town of Shelburne Board and Committee Application

Applicant Information

What is your first name *

Tracy

What is your last name? *

Smith

What is your phone number? *

What is your qualifying address? *

Victoria Street

What is your email address? *

How long have you been at your current address? *

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

I was on the Town Hall Gallery committee for several years. I attended meetings and was responsible for receiving and hanging artwork in the gallery on the dates set aside every few months. I worked with Patti discussing issues as they arose.

What is your time availability? Hours _____
per week/month

3-4 hours/month or more if needed

Would you be available for evening meetings? *

☒ Yes

☐ No

Are you available for meetings during business hours (Mon - Fri 8:30 am to 4:30 pm)? *

☒ Yes

☐ No

**Please note meeting dates and times are subject to change, advance notice will be provided.

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Tracy Smith for filling out the Board and Committee Application.

Town of Shelburne Board and Committee Application

To join a committee or board, you need to:

- Be 18 years of age or older (except the Youth Advisory Committee)
- Be a resident of Shelburne
- Explain why you want to join the committee or board
- Indicate the skills, training or experience that would make you a suitable candidate for the position.
- Committee members are volunteer positions

[REDACTED]



Applicant Information

What is your first name *

Trisha

What is your last name? *

Linton

What is your phone number? *

[REDACTED]

What is your qualifying address? *

[REDACTED] Line AMARANTH

What is your email address? *

[REDACTED]

How long have you been at your current address? *

[REDACTED]

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

I am currently on the Dufferin County inclusion, diversity and equity committee and currently co-chair, I truly am a community advocate in terms of working with children living with disabilities. I have also been on parenting committee's in Halton Region over 8 years ago and have served on several during my time working for Canada Post. During my time at Canada Post myself and few employees created a committee that worked on getting employees hired to permanent status, after 2 years we had over 700 employees for from temporary to permanent, which not had been done in over 10 years. Halton Families for Families went from 3 people in the committee to multiple hubs around Halton Region for families to be connected.

What is your time availability? Hours _____ per week/month

My availability is 20 hours per month

Would you be available for evening meetings?

*

☒ Yes

☐ No

Are you available for meetings during business hours (Mon - Fri 8:30 am to 4:30 pm)? *

☒ Yes

☐ No

**Please note meeting dates and times are subject to change, advance notice will be provided.

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Trisha Linton for filling out the
Board and Committee Application.

Town of Shelburne Board and Committee Application

To join a committee or board, you need to:

- Be 18 years of age or older (except the Youth Advisory Committee)
- Be a resident of Shelburne
- Explain why you want to join the committee or board
- Indicate the skills, training or experience that would make you a suitable candidate for the position.
- Committee members are volunteer positions

[REDACTED]



Applicant Information

What is your first name *

Tristan

What is your last name? *

Barrocks

What is your phone number? *

[REDACTED]

What is your qualifying address? *

[REDACTED], Cook Cres.

What is your email address? *

[REDACTED]tristanbarrocks.com

How long have you been at your current address? *

[REDACTED]

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

Projects I have been a part of:

- Award-winning Support the burne advertising campaign
- Lead creative for Streams Community Hub
- Canada Day Flay raising
- Shelburne business ads

What is your time availability? Hours_____
per week/month

2-3 hours a month

Would you be available for evening meetings?

☒ Yes

☐ No

Are you available for meetings during
business hours (Mon - Fri 8:30 am to 4:30
pm)? *

☒ Yes

☐ No

****Please note meeting dates and times are subject to change, advance notice will be provided.**

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Tristan Barrocks for filling out the
Board and Committee Application.

Town of Shelburne Board and Committee Application

Applicant Information

What is your first name *

Wendy

What is your last name? *

Reid

What is your phone number? *

What is your qualifying address? *

, Melancthon, ON L9V 1T4

What is your email address? *

How long have you been at your current address? *

Please explain the significant contributions you have made to any committees, boards or organizations you may have been a participant of (you may attach additional sheets and/or a resume):

Hello I'm Wendy Reid and I would love to be on the arts and culture committee. I'm a local artist who works locally, and teaches at Maggiolly's, and also in Dufferin County through the Dufferin Arts Council.

I have been painting in watercolor for more than thirty years. in 2015 I went back to school to achieve my formal art education by taking The Fine Arts Program at Georgian college, and I also graduated with honors'. It would be my pleasure to volunteer and serve on this board.

Developing an Arts and Culture committee is exactly what we need in Shelburne. The benefits our community can have from providing more art in events, and providing opportunities for new artist no matter what their age, be created and planned. I know when I started taking watercolour classes right here in Dufferin County I was inspired by community artists who taught locally, exhibited locally. Now its my turn as a community artist to encourage others, let my fire, inspire!

Also I know there has been cut backs in some of the arts programming in the high school. This is something as artists that is very concerning. How will new artists develop if we are not cultivating the right opportunities, to motivate them. Art is a way that people can connect, express and enjoy.

I also belong to a number of Art Groups and I can offer feed back, my experiences and let you know what is happening in other communities.

I will do my best if I am chosen, I look forward to supporting my community in this new role should I be chosen.

Thanks in advance for your time, I hope to hear good news soon! I have listed my contact details below!

Wendy Lea Reid Fine Artist

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

**What is your time availability? Hours _____
per week/month**

I am readily available, although I do really rely on planning to achieve targets for exhibititions and events.

Would you be available for evening meetings? *

☒ Yes

☐ No

Are you available for meetings during business hours (Mon - Fri 8:30 am to 4:30 pm)? *

☒ Yes

☐ No

**Please note meeting dates and times are subject to change, advance notice will be provided.

Please select your first choice:

Arts and Culture Committee

Please select your second choice:

Please select your third choice:

Please select your fourth choice:

Please select your fifth choice:

Please select your sixth choice:

Please select your seventh choice:

Please select your eighth choice:

Please select your ninth choice:

Please select your tenth choice:

Thank You Wendy Reid for filling out the Board and Committee Application.



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:
 - 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



Town of Shelburne

Terms of Reference Advisory Committees of Council

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.
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.



Town of Shelburne

Terms of Reference Advisory Committees of Council

13. Committees shall represent their recommendations to Council through resolutions.

14. Any correspondence/bulk mailings to residents must be approved by Staff.

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

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.



Town of Shelburne

Terms of Reference Advisory Committees of 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