



## **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.



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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



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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.



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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**

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.



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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.