



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

AGENDA

Monday January 18, 2016
6:00 pm
Council Chambers

1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF ADDENDUM ITEMS
4. APPROVAL OF AGENDA
5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
6. ADOPTION OF MINUTES
 - (1) **Pages 1-3**
Minutes of the SC meeting held on July 6, 2015 (Previously deferred).
 - (2) **Pages 4- 6**
Minutes of the SC meeting held on October 30, 2015 (Previously deferred).
 - (3) **Pages 7-9**
Minutes of the SC meeting held on November 13, 2015.
7. CONSIDERATION OF REPORTS
8. CLOSED SESSION
 - (1) Motion to move into closed session of Committee:
 - I) **PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA**
 - Citizen Applications to Georgina Agricultural Advisory Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

9. COMMUNICATIONS

- (1) Items General Information Items.
 - (A) The Georgina Accessibility Advisory Committee application is posted online. Application deadline is February 19, 2016.

10. OTHER BUISNESS

- (A) Pages 10-12
Draft Terms of Reference. Drafted prior to Committee Services Coordinator Sarah Brislin began with the Town of Georgina and never sent to Council. Selection Committee to review and discuss as per resolution from November. 13 2015 meeting.
- (B) Selection Committee to set next meeting, if required.

11. MOTION TO ADJOURN



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Monday, July 6th, 2015
5:30 pm.
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:35 pm

2. ROLL CALL

Committee members present:
Councillor Dan Fellini
Councillor Dave Neeson

Committee member absent with regrets:
Councillor Frank Sebo

Staff member present:
Sarah Brislin, Committee Services Coordinator.

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION SC-2015-0025

That the agenda for the Selection Committee meeting of Monday, July 6, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

6. ADOPTION OF MINUTES

Selection Committee meeting minutes from:
June 17th 2015
May 22nd 2015

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION SC-2015-0026

That the meeting minutes of May 22, 2015 and June 17, 2015 for the Selection Committee be adopted.

Carried.

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

9.1 Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0027

That the Selection Committee move into closed session pursuant to Section 239 (2)(b) of The Municipal Act, 2001, as amended.

Carried.

I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA

- Citizen Applications to The LINK Committee and Fence Viewers Applications.

(Advisement: Confidential Applications provided to Committee under separate cover)

9.2 Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0028

That the Selection Committee rise from closed session and direct staff to prepare a report to Council recommending applicants that were selected in closed session for appointment to The LINK Steering Committee and as Fence Viewers.

Carried.

9. COMMUNICATIONS

9.1 Disposition Items

9.1.1 Selection Committee to set interview dates or request report to Council recommending selected applicants for:

- Fence Viewers and,
- The LINK Committee member.

9.1.2 Selection Committee to set next meeting, if required.

10. MOTION TO ADJOURN

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0029

That the Selection Committee meeting of July 6, 2015 be adjourned at 5:59 PM.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Friday, October 30, 2015
10:00 am
Board Room 1 – Civic Centre

1. CALL TO ORDER

The meeting was called to order at 10:08 am

2. ROLL CALL

Committee members present:
Councillor Dan Fellini
Councillor Dave Neeson
Councillor Frank Sebo

Staff member present:
Sarah Brislin, Committee Services Coordinator.

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0030

That the agenda for the Selection Committee meeting of Friday, October 30, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

6. ADOPTION OF MINUTES

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

(1) Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0031

That the Selection Committee move into closed session pursuant to Section 239 (2)(b) of The Municipal Act, 2001, as amended:

Carried.

1) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA

- Citizen Applications to Lake Drive Shoreline Jurisdiction Ad-Hoc Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0032

That the Selection Committee rise from closed session and direct the Committee Services Coordinator to contact applicants that were selected in closed session to move on to the interview phase of the selection process and coordinate interviews for the Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.

Carried.

9. COMMUNICATIONS

- (1) Items General Information Items.
- (a) Selection Committee to set interview dates or request report to Council recommending selected applicants for:
 - Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.
 - (b) The Agricultural Advisory Committee Vacancy.
 - Add to run from October 26, 2015 - November 20, 2015

Committee member Councillor Sebo volunteered to reach out to the resigned member one more time.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0033

That Councillor Sebo contact the resigned member of the Agricultural Advisory Committee member and that the ad for vacancy be pulled.

Carried.

(2) Items General Information Items.

(a) Selection Committee to set next meeting, if required.

10. MOTION TO ADJOURN

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0034

That the Selection Committee meeting of October 30, 2015 be adjourned at 10:53 AM.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Friday, November 13, 2015

3:30:00 pm

Council Chambers – Civic Centre

1. CALL TO ORDER

The meeting was called to order at 3:34 pm.

2. ROLL CALL

Committee members present:
Councillor Frank Sebo
Councillor Dan Fellini
Councillor Dave Neeson

Staff member present:
Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0035

That the agenda for the Selection Committee meeting on Friday November 13, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF - *none*

6. ADOPTION OF MINUTES - *none*

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

(1) Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0036

That the Selection Committee move into closed session pursuant to section 239(2)(b) of the Municipal Act, 2001, as amended.

Carried.

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to Lake Drive Shoreline Jurisdiction Ad-Hoc Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0037

1. That the Selection Committee reconvene from Closed session.
2. That the 3 applicants selected in closed session be recommended to Council for appointments to the Lake Drive Shoreline Jurisdiction Ad-hoc Advisory Committee.
3. That the fourth applicant selected be recommended for the appointment in the event that one of the other selected members declines or resigns the appointment.

Carried.

9. COMMUNICATIONS

- (1) Items General Information Items.

- (a) Selection Committee report to Council recommending selected applicants for:
- Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.
- (b) The Agricultural Advisory Committee Vacancy.
- Next steps.

The committee discussed advertising on the Town Website, Town Page and through other Georgina Agricultural Advisory Committee members.

(2) General Information Items.

- (a) Selection Committee to set next meeting.
- Inconsistency with terms of reference.
 - Selection Committee Terms of reference.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0038

That the Committee Services Coordinator bring the Terms of Reference for the advisory committees to the next meeting.

Carried.

10. MOTION TO ADJOURN

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0039

That the Selection Committee meeting of Friday, November 13, 2015 be adjourned at 4:40 pm.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator

Town of Georgina
2015-2018 Selection Committee

TERMS OF REFERENCE

Mandate

To encourage public participation through the general concepts of equality, accessibility, accommodation and expertise and to ensure that all citizens have an equal opportunity for that participation on statutory, non-statutory, advisory, ad hoc and steering Committees or Boards of the Town of Georgina.

Members/Composition

Appointed by Council, the Committee will consist of three members of Council who will elect a Chair from its members.

There will be no citizen representation.

Resignations from the Committee must be made in writing to the Committee and Council.

Staff Resources

A Human Resources Division staff representative will consult with the Committee for the purposes of conducting interviews.

The Committee will be provided secretariat support from the Clerk's Division.

Membership Term

To ensure consistency, appointed members will serve for the current Term of Council.

Membership Responsibilities

Each member will be responsible for

- reviewing applications from citizens to various Committees and Boards as advertised
- conducting interviews of applicants as decided upon by the Committee as a whole
- reviewing, when required, the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina

- make recommendations to Council for appointments to Statutory and Advisory Committees and Boards
- make recommendations to Council regarding the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina.

Meetings

- The Committee shall meet as required throughout the year.
- Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number, therefore two members)
- Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- All discussion of applicants must be done in Closed Session.

Communications

All Committee communications shall be processed through the secretariat support staff for circulation, if necessary.

When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council in a report format to include:

- A brief background information or history of the issue
- options for consideration to include financial and policy implications, if any
- a recommendation for Council's consideration
- The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- Reports for consideration to Council shall be provided to the Clerk for inclusion on Council agendas.

Use of Town Logo and letterhead

The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Town and shall be approved by the Communications Manager.

The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

Authority

The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.

The Committee has no decision-making authority. Recommendations to Council in the form of recommendations are required.

Any information or action that binds the Corporation will require Council's approval.

Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

Procedural By-law

The rules and regulations contained in the Town of Georgina procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.