



## Committee Ideas or Concerns

### Resident Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Topic Description \_\_\_\_\_

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### The Process for an Idea or Concern to go to a Committee

1. Submission:

- Identify the appropriate committee for the idea or concern.
- Prepare a written proposal detailing the idea or concern, including any relevant background information, potential impacts, and suggested action or solutions.
- Submit the proposal to the Town Office or Staff Director, they will review and may get back to you with additional questions.
- If you would like to present yourself at the committee meetings, please let us know so you can be added as a delegate to the agenda.

2. Acknowledgement:

- This will be added to the agenda and the Department Director or CAO will acknowledge receipt of the proposal.
- The proposal will be logged and reviewed for completeness and relevance to the committee's scope.

3. Initial Review:

- Committee members will receive the proposal in advance for preliminary review.

4. Committee Meeting:

- During the committee meeting, the proposal will be discussed.
- Committee members will ask questions, discuss the merits and drawbacks, and consider any additional information or perspectives.

5. Evaluation and Recommendation:

- The committee will evaluate the proposal based on its alignment with the committee's objectives, feasibility, potential impact, and resource requirements.
- The committee may decide to:
  - i. Approve the proposal as presented
  - ii. Approve the proposal with modifications
  - iii. Request additional information or further research
  - iv. Postpone due to budget constraints and that year's strategic priorities
  - v. Reject the proposal with an explanation for the discussion

6. Reporting

- The Director will prepare a letter with the motion that was made at the committee level
- If the proposal is approved or requires further action, the letter will include the next steps, timelines, and any assigned responsibilities.

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Please attach a letter or complete the form below.

Committee name: \_\_\_\_\_

Serve as a delegate at the meeting?: Yes \_\_\_\_\_ No \_\_\_\_\_

Proposal (Idea/Concern):